

**Parent/Guardian Manual**

**1303 E. Indiana Avenue; Pontiac, IL 61764**

**708 N. 1st Street; Fairbury, IL 61739**

**www.bgcolc.org**

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**Introduction**

It is the goal of the Boys & Girls Club of Livingston County to provide a safe positive place for all youth who enter our doors**!** We will work hand in hand with families to prepare our youth for a successful future. In order to accomplish our goal, it is important that we share the following information with you.

The Staff of the Boys & Girls Club of Livingston County appreciate your interest and cooperation. Together, the possibilities are endless. Our youth deserve the best.

**2022 Leadership Staff**

CEO: Jodi Martin

Director of Operations: Jordan Hornickel

Resource Development Manager: Carmen Gentes

PC Program Manager: Paula Robinson

Pontiac Unit/Teen Director: Dave Corcoran

Athletic Director: James Bohm

Chenoa Site Supervisor: Skylier Hertz

Chatsworth Site Supervisor: Allison Pratt

Flanagan Site Supervisor: Amanda Wiechmann

Pontiac Junior High Site Supervisor: Jessica Ogola

Woodland Junior High Site Supervisor: Katie Robinson

Forrest Site Supervisor: TBA

Membership Coordinator: Lisa Sieg

In addition to the Staff listed above, the Club experience is made possible by several Program Staff and Volunteers who work to create a positive experience for each member.

**OUR MISSION**

Our mission is to enable all young people, especially those who need us the most, to reach their full potential as productive, caring and responsible citizens.

**CORE PROMISES**

Our core promise is to provide a safe environment and have a positive impact on their lives.

Our core promise to the communities we serve is to uphold high ethical standards in all areas, especially in overseeing finances, collecting membership and participation data, being good stewards of the donor dollar, and representing ourselves to the public.

**PROGRAM AREAS**

*CHARACTER AND LEADERSHIP DEVELOPMENT*

*EDUCATION AND CAREER DEVELOPMENT*

*HEALTH AND LIFE SKILLS*

*THE ARTS*

*SPORTS, FITNESS AND RECREATION*

*SERVICE LEARNING*

**YOUTH DEVELOPMENT STRATEGY**

A sense of **Belonging**

A sense of **Usefulness**

A sense of **Competence**

A sense of **Power and Influence**

**Cost of Membership:**

After-School Program fees:

$30.00 per year youth ages K-4th grade

FREE per year for youth ages 5th-12th grade

Athletic Fees:

$35 per child per sport

Summer Program Fees:

$25 household registration fee

$75 per child per week

$0-$20 per field trip depending on location

**Age Group**

Our members are ages 5 to 18 years old

**Expectations of a Boys & Girls Club Member**

* Follow all Club rules and guidelines within the club.
* Accept help in academic studies through Learning Lab.
* Respect others.
* Follow staff instructions.
* Not interfere in others’ right to learn and participate in activities.
* Ask for help.

**Expectations of a Boys & Girls Club Parent**

* Emphasize the member expectations to your child.
* Respect staff.
* Encourage participation in activities.
* Pick up child on time.
* Send appropriate payment for activities.

**The Club Observes the Following Holidays**

New Year’s Day

Memorial Day

4th of July

Labor Day

Thanksgiving Day + Day after Thanksgiving

Christmas Eve & Christmas Day

There are days that the Club will be closed for service to members. This schedule may change with prior notice to parents.

**Smoke-Free Environment**

The Club is a smoke-free environment. Staff, members, visitors and parents on or near the facility are prohibited from smoking. Smoking is prohibited in the buildings, on the premises, in Club vehicles, or at any program or event conducted off the premises. Employees are not permitted to smoke where Club members are present under any circumstances nor where Club members can view the employee smoking.

**Safe Passage Policy**

Traditionally, the Club operated under an Open Door policy in which members were free to come and go as they wish throughout the day. However, in the interest of our members’ safety, we have re-evaluated our policies such that members will no longer be free to come and go from the Club throughout the day as they wish.

Beginning immediately we will implement our new Safe Passage Policy. Under this policy:

* Members must scan in and out each day;
* Members under the age of 12 must be retrieved from the Club by a parent,

guardian or other authorized adult;

* Members age 12 and older may leave the club unescorted with written permission

from a parent or guardian and a signed release of liability;

* Members 12 and older may also escort other members of their household from the

Club (with written permission);

* No member, regardless of age, will be allowed to return to the Club once they

leave the premises for the day;

* Members that leave unescorted without written permission will face disciplinary

actions up to and including suspension and termination of membership.

***Why are we implementing this policy?***

The primary reason for this change is to encourage members to stay at the Club for as long as possible, rather than leave the premises unsupervised where they may be exposed to dangers that are beyond the control of our staff.

Over the past couple of years, we have also gotten more and more feedback from parents who were not happy with the open door policy. Parents want to know that their children are safe and supervised.

**Mandated Reporting**

Boys & Girls Club of Livingston County is a Mandated Reporting Agency. If there is suspicion of child abuse or neglect, the Illinois Department of Children and Family Services will be contacted.

**Parents, Visitors, and Volunteers Sign In and Sign Out**

**All parents, visitors, and volunteers must check in at the front desk upon entering the Club. No one is allowed beyond the front desk without authorization. There is a sign-in book for visitors and volunteers at the front desk. Please make sure that you sign in before entering the Club.**

**Boys & Girls Club of Livingston County Daily Schedule**

**Overall After-School Program**

**Monday: Health & Life Skills**

**Tuesday: Education & Career Development**

**Wednesday: The Arts**

**Thursday: Character & Leadership**

**Friday: Sports & Recreation**

**Quarter I: August- October:**

**Quarter II: November-December:**

**Quarter III: January-March:**

**Quarter IV: April-May:**

**BGCA Core Leadership Programs**

**Youth of the Year**

Youth of the Year is BGCA’s premier youth recognition program for Club members. All members can benefit from participation in this program, which promotes and celebrates service to Club, community and family; academic performance; moral character; life goals; and poise and public speaking ability. The Youth of the Year program is most effective when used as a year-round tool for fostering young people’s character, personal growth and leadership qualities. Local Clubs recognize members ages 14-18 and select a Youth of the Year, who then participates in state competition. State winners, who each receive $1,000 scholarships, participate in regional competitions. Five regional winners each receive an engraved plaque and a $10,000 scholarship and compete on the national level. The National Youth of the Year receives an additional $50,000 scholarship and is installed by the President of the United States.

**Torch Club**

Torch Clubs are charter small-group leadership and service clubs for boys and girls ages 11-13. A Torch Club is a powerful vehicle through which Club staff can help meet the special character development needs of younger adolescents at a critical stage in their development. Torch Club members learn to elect officers and work together to implement activities in four areas: service to Club and community, education, health and fitness and social recreation. The Staples National Torch Club Awards are presented annually to Torch Clubs with outstanding program and activities in the four areas. Each year, Torch Club members from all over the country take part in a service-learning experience through the National Torch Club Project. Staples Foundation sponsors the Torch Club program.

**Keystone Club**

Keystone is the Boys & Girls Club Movement’s most dynamic teen program. It affords teens an opportunity to gain valuable leadership and service experience. They conduct activities in three areas: academic success, career exploration and community service. The Taco Bell Foundation for Teens sponsors the Keystone Club program as part of a multi-year teen initiative; a strategic partnership between the Foundation and BGCA provides Clubs with the tools and resources to create a positive place for teens as well as for kids.

**CLUB RULES**

**“TOP 10 RULES”**

1. Treat all people with RESPECT.
2. LISTEN to staff and volunteers. Always follow directions.
3. HORSEPLAY, FIGHTING & BULLYING are not tolerated.
4. FOUL LANGUAGE and obscene gestures are not tolerated.
5. Play SAFE, play FAIR.
6. DO NOT RUN throughout the Club unless in the gym.
7. Be RESPONSIBLE for club games, equipment and furnishings.
8. Help keep the club CLEAN.
9. DRINK AND EAT snacks only in the SNACK ROOM.
10. Follow COMPUTER LAB, GAMEROOM and GYM Rules.

**GYM RULES**

1. STAFF ONLY are allowed in the storage closet. NO MEMBERS IN THE STORAGE CLOSET.
2. SHIRTS and SHOES must be worn at all times.
3. No HORSEPLAY (NO PLAY FIGHTING, PUSHING, TACKLING)
4. No playing ON, UNDER OR CLIMBING on chairs and bleachers.
5. ALL GYM EQUIPMENT IS TO REMAIN IN THE GYM.
6. FOOD or DRINK in the snack room.
7. Arts and crafts, markers, crayons, etc. should stay IN DESIGNATED AREAS, unless planned by staff to move elsewhere.

**GAMEROOM RULES**

1. Sitting in chairs only, stay off tables.
2. NO HORSEPLAY (No play fighting, pushing or tackling).
3. No playing ON, UNDER or CLIMBING on the tables.
4. ALL game room equipment is to remain in the game room.
5. FOOD OR DRINK IN THE SNACK ROOM ONLY.
6. One pool stick per table.
7. NO RUNNING in the game room
8. PING-PONG: only 2 paddles per table

**TECH CENTER RULES**

1. Computer lab is only open when staff or volunteers are available.
2. No food, drink or gum in Computer Lab.

3. Take care of the computer lab equipment –HELP MAKE THEM LAST.

4. Do not personalize the computer in any manner, for example.

a. Installing screen savers and/or wallpaper.

b. Adding, changing or moving desktop icons.

c. No downloading

5. No abusive language or engaging in behavior that disturbs others.

6. No deleting, manipulating or damaging programs or files stored on any

lab computer.

7. NO Facebook, MySpace, chat rooms, adult sites or other sites that are

inappropriate and offensive.

8. YouTube is only allowed as part of programming with staff supervision.

9. Games with blood, nudity, foul language, mutilation or extreme violence

are not allowed.

10. Log off assigned computer and sign – out in log book when leaving the

computer lab.

Violators of the above rules will have the following consequences:

**\*1st Violation: NO computer lab use for 2 days**

**\*2nd Violation: NO computer lab use for 4 days**

**\*3rd Violation: NO computer lab use for 1 week**

**\*4th Violation: Parent Conference**

Members, who fail to abide by the rules of the Club, will be dealt with in any number of the following ways:

*Minor Infraction:*

* + 10-15 Minutes in time-out
  + In-Club suspensions and temporary withholding of activity and/or privileges
  + Work details or other work related assignments
  + Corrective counseling sessions with staff

*Major Repeated Infractions:*

* A parent conference is required prior to returning to the Club
* Suspension from facility or revocation of membership privileges
* Barred from the facility until further notice

**Boys & Girls Club of Livingston County**

**WOW! Report**

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

**GROUP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To the parents/guardians of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I would like to recognize**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for:**

* **Following Directions**
* **Being Courteous**
* **Listening**
* **Staying on Task**
* **Resolving Conflicts**
* **Being a Team Player**
* **Making Good Decisions**
* **Being Respectful**
* **Trying your Best**

**Other Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MEMBER RECOGNITION**

WEEKLY AWARDS

Members of the Week (1 for each group)

Birthdays

Homework Heroes

MONTHLY AWARDS

Champion of Character

Special Acknowledgement

“CommUnity” Service Award (Teens)

Praise Reward

Parent of the Month

Top Attendance Awards

Academic Excellence Awards

Club Service Awards

Volunteer of the Month

Staff of the Month

**PARENT INVOLVEMENT**

We need parents to help Boys & Girls Club of Livingston County in several ways. What is your pleasure?

* Donate snacks
* Monetary donations
* Volunteer for special events or activities
* Share your skills and talents with the members
* Sponsor another Club member for an After-School Membership or Summer Camp
* Become a part of the Parent Advisory Board
* Join a committee
* Coach a sport

**SAFETY OF MEMBERS**

One of our core promises is to provide a safe environment and have a positive impact on the lives of our members. We want you to know that we do many things to assure the safety of all members.

1. Facebook

The Boys & Girls Club has a standing policy that no staff or volunteers can friend Club members on Facebook. If your child has a Facebook account, please monitor it and remind members that they cannot friend or request to friend any staff or volunteers at the Club.

1. All staff, volunteers and interns have completed background checks prior to working with the youth as well as participated in an orientation and training.
2. We have an open door policy and if you as a parent or a member has any concerns or issues with staff, interns or volunteers we welcome you to talk with any of our leadership team. There will be **no repercussions** to your children if you voice a concern and confidentiality is maintained.

**DRESS CODE**

Although we do not expect the youth to dress up for attendance to the Boys & Girls Club we do have a few rules:

1. Females should be modestly dressed: no short - shorts or extremely short skirts, no

extremely low - cut tops;

1. Males are expected to wear a belt/pants are NOT to be sagging below their hips;
2. We would prefer that youth not wear flip flops due to safety hazards; If youth are

inappropriately dressed they may be sent home or requested to wear something that we

have here to increase the appropriateness. If males present with sagging pants we will

use a zip tie to assure that pants are kept at the hip line.

**PICK UP/DROP OFF/WALK HOME**

**Pick-Up**

* Individuals who are allowed to pick up members should be indicated on their membership form. This information is then inputted into BGC computer system. See the Membership Coordinator if you need to add to that list.
* You must always, physically sign your child out.
* Park in an identified parking spot

**Late Fees**

* ***Please pick up your children by closing times:***
  + **Monday – Friday - 6:00 pm (after-school program); 5:30pm on NO School Days and Summer Camp days**
    - Closing times may change for special occasions and we will notify you ahead of time.
* There will be a charge of $1.00 per minute after the designated pick-up time.
* We will wait no longer than an hour. After all possible attempts to reach the parent/guardian without success, we will call the police after one hour as this could be considered abandonment.

***Note: If you know you are running behind, please call and let us know so we can ease your child.***

**Cell Phones:**

Members are encouraged to leave cell phones at home or turned off and in their book bags. They are not allowed to be using cell phones at the Club, unless a Youth Development staff has given permission to go to the cell phone area (Lobby) to call a parent.

**Contact Information**

Please keep phone number changes, address changes and changes of those allowed to pick up your children up to date.

**Report Cards**

Due to requirements for certain programs Boys & Girls Club of Livingston County required us to keep track of club members' academic status. On the membership form there is a place for parents to sign giving club staff access to your child's report card; it is important that this be signed if at all possible. Also, club staff can encourage Club members to participate more readily in the **Power Hour** program if they are informed of each member's academic strengths and weaknesses. Strict confidentiality is followed in all cases.

**Personal Property**

*The Club or Club staff* ***ARE NOT*** *responsible for any lost or stolen personal items. We strongly encourage members to guard personal items closely and not leave personal items unattended. It is a good practice not to bring valuable items to the Club.*

**Emergency Procedures**

Club members will be instructed in emergency procedures on a quarterly basis. Fire drills, tornado drills, severe storm drills will all be covered with club members. In the event of an emergency, please direct your questions to the staff instead of your child, to further avoid getting members upset.

**Parent Information**

Please familiarize yourself with the parent information located at the Reception area. This board is used to inform parents of program changes or additions, scheduling changes, as well as upcoming events and activities. It is your responsibility to keep informed.

**Protocol on Childhood Disease, Illness, Injury Procedure**

*Hand Washing:*

To assist in preventing the spread of disease with the club, encourage members to wash their hands on a regular basis. If the members are working with materials that may leave residue on their hands, it is the responsibility of that staff member to set aside time for the members to wash their hands. If staff is aware that a child has been exposed to a contagious disease, remove the child and immediately began hand washing with the remaining members and other preventive measures.

*Head Lice:*

If a member is suspected of having head lice, staff will immediately direct the child to the Site Leadership. The Site Leadership will consult with another staff person to confirm suspected cases of head lice. (Note: It is important to demonstrate sensitivity to the fear and/or anxiety an individual may experience when an infestation is suspected. Reassuring the individual, before and during the examination, is an integral part of this procedure). If Head Lice is present, the parent/guardian will be called to come pick up the child and a note will be provided at the front desk notifying all members parents/guardians.

1. Use a high intensity light or full sunlight to examine the scalp and hair.

2. Using plastic gloves, part hair with a wooden applicator stick or a fine toothcomb, examine scalp along hair strands. Be sure to use a clean instrument for each examination to prevent the spread of lice or other problems such as ringworm.

3. Look for live lice moving on the scalp or in the hair and hatched and/or unhatched eggs (nits) affixed to the hair shafts. Nits may resemble dandruff but are attached with a cement like substance and are not easily moved.

*Illness and Injury:*

To prevent the spread of colds:

* Make sure that all children and adults use good hand washing techniques.
* Clean and disinfect all common surfaces and toys on a daily basis.
* Make sure that children are not crowded together.
* Teach children to cover coughs and wipe nose using disposable tissues in a way that the tissue contains secretions and do not get on their hands.

*(Note: Excluding children with mild respiratory infections, including colds, is generally not recommended as long as the child can participate comfortably and does not require a level of care that would jeopardize the health and safety of other children).*

Many common childhood diseases are contagious. That is, they spread from one person to another. Everyone knows that some illnesses (like chicken pox) can spread. However, may people don't know that diseases like diarrhea, hepatitis, and impetigo can also spread.

In case of member illness, parents/guardians will be contacted immediately to inform them of the illness and the need for early pick up. If the illness is due to a suspected contagious disease, the member will be temporarily suspended from activities at the club. A doctor’s note will be required to return to the club.

If' an injury occurs within the Club, the Site Leadership will examine the child to determine the seriousness of the injury. If necessary, an ice pack will be given to the child. The staff member in the area in which the injury occurred will complete an incident report. If the injury is more serious, and requires medical attention, a parent/guardian will be contacted and informed of the nature of the injury. An emergency service will be called to transport the child to the emergency room for treatment.

**Protocol on Dispensing Medication**

The Boys & Girls Club recognizes that children have certain needs that require medication to be dispensed, however, the primary responsibility to administer medication belong to the parents. In the event that the parent is unable to do so, we will allow our members to self-administer, while under the supervision of our staff. A **Medication Authorization Form** must be completed and on file in order to have medication stored in the building. Members that must self-administer are responsible for going to the office or other designated place at the appropriate time for his/her medication.

Parental help and consideration is essential for the safety of members who must receive medication during club hours.

* A Physician must prescribe all drugs (prescription and non-prescription drugs) to be given during club hours all medications. A **Medication Authorization Form** must be completed. THE DOCTOR MUST SIGN THE FORM AND A PARENT OR LEGAL GUARDIAN MUST SIGN THE FORM.
* A separate form is required for each medication.
* Members are not allowed to carry any medication on their person. Exception will be allowed with the approval of the Director.
* Any change in medication dosage or administration shall have written authorization for the prescriber.
* Prescription medication must be sent in original container labeled by the pharmacy showing: members' name, name of medication, dosage and schedule of administration, date and the prescriber's name.
* Non-prescription medication must be in the original labeled container with the member's name affixed to the container. A medication authorization form must be completed and on file.
* No medication will be given unless the above guidelines are met.
* All medication is to be taken to the Site Leadership’s office upon entering the Club.
* Please talk to your physician about scheduling medication to avoid club hours. Prescription medications, which are to be taken 3 times per day, normally do not need to be given during club hours.
* Any medication left at the Club will be disposed of at the end of each week. It is the parent's responsibility to pick up all unused medication at the end of the day.

***Additional Medical and Health Regulations:***

**Staff members may not dispense any medication. If your child has this need, please see the Site Leadership or his/her designee to discuss your options.**

Lice: Club members with head lice will be prohibited from the club until a thorough hair check is completed.

* Lice must be treated with special shampoo
* Lice/nits must be completely removed from the hair
* Soak and wash all personal items that belong to the club member

Chicken Pox: Due to the contagious nature of chicken pox, club members and their siblings will be asked to remain home during the period of contagion.

* Youths will be sent home immediately at the onset of chicken pox

Colds: Cold germs are often spread through contact with objects touched by the infected person.

* If the youth is running a temperature, the parent will be asked to pick the child up
* If the youth is unable to participate in activities due to illness, the parent will be asked to pick the child up

Ringworm/Skin Rash: Ringworm is a bacterial infection on the skin. It can be spread through touch.

* Club members with a ringworm/rash will be asked to cover the infected area with gauze or a protective covering

Pink Eye: This is HIGHLY contagious; it spreads among children very rapidly.

* Club members will be sent home at the onset of pink eye
* A doctor's note stating the child may return will be required

***(Please do not send your child to the Club if they have shown any signs/symptoms of these illnesses. Our goal is to help prevent the spread of sickness to our club members and families.)***

**SPECIAL ADDENDUM DURING COVID-19 PANDEMIC**

Boys & Girls Club of Livingston County is operating under a “new normal” during these challenging times. Just know that our #1 priority is the safety of your child. We have been asked to provide childcare services for our emergency services and essential service industries employees. The safety protocols will be followed as recommended by the Center for Disease Control & Prevention (CDC) which includes periodic handwashing, and teaching our youth to prevent the spread of viruses.

It is critical that the employees of our local hospital, health care providers, utility providers, police departments, fire departments, ambulance services, and businesses from essential services industries have a safe place for their children during the day. We have carefully considered the risks of our Clubs remaining open, as well as the risks of disruption to essential service providers in our community. We believe that remaining open will fill a critical need to the community. Boys & Girls Club of Livingston County will remain vigilant to protect the wellbeing of the members and staff.

**There will be no additional fees for members, and we will continue to accept new memberships**.

If you are able to work from home or have a safe place for your child to stay, please **do not** sign up for this service. If we have too many children signed up, priority will be given to the children of employees providing essential services in the community and low-income members. As recommended if you or your child is sick, please keep them home.

Please be aware of some prevention measures we are instituting:

1. Other than staff, only children will be allowed in the building (drop off & pick up will be held outside the doors).
2. Before entering the building all staff & youth will have their temperature taken and recorded three times daily.
3. Handwashing/sanitizing will be implemented every 30 minutes throughout the program day.
4. Practicing social distancing and avoiding physical contact whether it be member to member or staff to member.

**Drop off & Pick up procedures**:

Upon arrival to the parking lot walk with your child to the video monitoring buzz system. If another parent/child(ren) is at the door, please remain in your car until the child(ren) have entered the facility and the parent has returned to their vehicle. A staff member will:

* Screen your child(ren) in the vestibule (Pontiac) or back entrance (Fairbury) by taking and recording your child(ren)’s temperature and performing a respiratory check. We will record the time & date of the temperature each time.
* Child(ren) will be immediately taken to wash their hands by singing either the ABC song or a song of their choice for 20 seconds following CDC recommendations and then sent to their program area.
* When picking up please remain in vehicle if another parent/child is at the entrance. Be prepared to show an ID card or we may give you a number to share with staff from the video buzz in monitoring system that will be required to say upon pick up. Please stay in front of the video monitor so we can visibly see and speak with you.
* Once authorization of pick up is verified, we will release your child(ren) to you. Please note, your child(ren) will not be released to an individual that is not on the authorized pick up list with appropriate ID.

**If a confirmed case has entered our building, regardless of community transmission:**

We will implement short-term closure procedures regardless of community spread if an infected person has been in our building. If this happens, CDC recommends the following procedures regardless of the level of community spread:

* **Coordinate with local health officials.** Once learning of a COVID-19 case in someone who has been in the Club we will immediately notify the local Livingston County health officials. These officials will help us determine a course of action for our childcare program.
* **Dismiss your child(ren) and most staff for 2-5 days.** This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the Club. This allows the local health officials to help us determine appropriate next steps, including whether an extended closure duration is needed to stop or slow further spread of COVID-19.
  + Local health officials’ recommendations and duration of Club dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
  + Discourage staff, students, and their families from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend’s house, a favorite restaurant, or the local shopping mall.
* **Communicate with staff, parents, and Club members.** Coordinate with local health officials to communicate closure and closing decisions and the possible COVID-19 exposure.
* Communication to the community will align with the communication plan in the Club’s emergency operations plan.
* We plan to include messages to counter potential [stigma](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/reducing-stigma.html) and discrimination.
* In such a circumstance, it is critical to maintain confidentiality of your child(ren) and/or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
* **Clean and disinfect thoroughly.**
* We will close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
* Cleaning staff shall clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
* **Make decisions about extending the Club closure length.** Temporarily dismissing childcare programs is a strategy to stop or slow the further spread of COVID-19 in communities.
* During Club closure (after cleaning and disinfection), childcare programs may stay open for staff members (unless ill) while students stay home. Keeping facilities open: a) allows staff to develop and deliver virtual programming remotely, thus maintaining continuity of learning; and b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff should be allowed in the Club shall be made in collaboration with local health officials.
* The Board of Directors and CEO shall seek guidance from local health officials to determine when child(ren) and staff should return to the Club and what additional steps are needed for the community. In addition, Club members and staff who are well but are taking care of or share a home with someone with a case of COVID-19 shall follow instructions from local health officials to determine when to return to the Club.

**Procedures for child(ren) and/or staff who are sick during Club hours**

* If your child(ren) develops a fever of over 99.5 at the Club, we will notify you immediately and separate the youth with a staff member until you pick them up.
* You will be required to call your health care provider to discuss your child’s symptoms and possibly see the health care professional.
* A Doctor’s note is required noting that the child(ren) is cleared to return to the Club.
* If you, your child or anyone in the home is tested and positive for COVID-19, please notify us immediately so we can follow the proper protocols and notify the Livingston County Health Department.
* Follow self-isolation recommendations as provided by the CDC.
* If a family member or if you or your child has been in contact with a confirmed case of COVID-19, self-quarantine for 14 days and do not return to the Club until after the 14-15 day quarantine.

**What we request from you as a parent/guardian:**

* Communicate with us daily, let us know if anyone at home may be showing signs/symptoms of any respiratory infections such as a fever/dry-cough/shortness of breath, or chills.
* If anyone has traveled to high numbers of COVID-19 cases let us know.
* If anyone in your household has tested positive for COVID-19 please notify us immediately.

**What to bring to the Club:**

* Healthy happy child(ren) with a light jacket (if needed) and a smile
* A wipeable lotion bottle that we can wipe off frequently for your child, we will put their name on it and they can use after washing their hands. (All the handwashing is drying out their hands)
* Backpacks
* Lunch-boxes
* Water containers
* Personal property including cell phones, tablets, chromes, and/or any other personal items are NOT recommended unless needed for e-Learning.
  + We wipe down our washable markers, computers, keyboards, etc. we have playing cards that are laminated so they can be easily wiped off throughout the day, we are unable to uphold our cleaning, prevention and sanitization procedures if items are brought in that we are not aware of. Please leave all toys, fidgets, etc. and other items at home.

We are providing Breakfast, Lunch and a snack every day that school is not in session. Please let us know if your child has any allergies.

We know this “new normal” is a big transition and we thank you for entrusting your child(ren) with us. Please read this entire document as our policies before COVID-19 are still in effect as well including our medication policy, holding and storing medication and emergency medication procedures.

Our first call in an emergency is 911 and then we will notify you if your child(ren) are in an emergency situation.

**SIGNATURE**

The Parent/Guardian Handbook describes important information about Boys & Girls Club of Livingston County, and I understand I should consult the Director of Operations regarding any questions not answered in the document. I have received this document and understand it is my responsibility to read, know, understand, and comply with the policies contained therein and any additions made to it.

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Signature Date

I certify that this document was given to the above individual and explanations were given as requested.

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Supervisor Date