



BOYS & GIRLS CLUB
OF DANE COUNTY

Child Care Policy Manual

Revised 11/15/2018

I. Introduction

Mission

The mission of the Boys & Girls Club of Dane County (BGDCD) is ***“to inspire and empower all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.”***

Core Values

Each young person receives the opportunity to participate in activities which foster self development and growth in six core service areas: Character & Leadership Development; Education & Career Development; Health & Life Skills; The Arts; Sports, Fitness, & Recreation; and Outdoor & Environmental Education.

The Boys & Girls Club of Dane County does not discriminate against individuals based on race, color, creed, ancestry, national origin, gender identity, sexual orientation, handicap or disability in any of its policies, practices or procedures.

BGDCD complies with the amended Americans with Disabilities Act of 2008, Section 12182, which states that, “No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation by any person who owns, leases (or leases to), or operates a place of public accommodation.”

II. Admission Policy

Hours of Operation

Dane County Clubs are open for operation Monday through Friday during the following hours:

School Year:

Monday-Friday: School Dismissal-6pm

Early Release: School Dismissal-6pm

Non-School Days: 11:00-6pm

Summer

Monday – Friday 7:30 am – 6:00 pm

Saturday and Sunday- Closed unless special event or programming

Dates and times are structured to accommodate the Madison, Verona and Sun Prairie Public Schools Regular Yearly Academic Calendar. Schedules vary from club to club and are posted in each club’s office.

Clubs are closed for the following holidays:

- New Year's
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Thursday and Friday)
- Christmas (dates vary)

Licensed Capacity

At the present time, State licensing for the Dane County Clubs are at the current levels:

Allied Family Center (5-14 year olds)	150
Taft Family Center (5-14 year olds)	120
Sun Prairie Center (5-14 year olds)	TBD Opening Spring 2019
Sun Prairie Patrick Marsh (11-14 year olds)	TBD Opening January 2019
Sun Prairie Prairie View (11-14 year olds)	TBD Opening January 2019

Location of Posted Club Rules and Policies

Each club posts all required notices and information under WI statute DCF 251 regarding group child care providers. This includes the license certificate, the results of the most recent licensing inspection, any notices of enforcement action, stipulations, conditions, exceptions or exemptions to state licensing rules. Copies of the current state licensing rules, Club policies, and the child care policy manual are available for viewing at each of the Membership Front Desks and online at www.bgcdc.org.

Families are free to view the Child Care Policy Manual at any time. Families also have the right to observe their child at the Club at any time (unless access is denied by court order) or to request a parent – staff conference to discuss matters concerning their child.

Club Membership Policies

Any youth with an approved membership application and current monthly balance, between the ages of 5*-14 years old regardless of race, color, creed, neighborhood or county of residence, gender, income, family status or ability is eligible and welcome to become a member. BGCDC does not discriminate on the basis of race, color, creed, ancestry, national origin, gender identity, sexual orientation, handicap or disability. Youth must be registered in a public school (4K programs must be sponsored by a school district) in order to join The Club.

Exceptions to Member Eligibility Requirements

The school registration requirement is waived for youth who are home-schooled. If a member should drop out of school during their membership, they will be eligible for additional services to encourage school attendance. At the discretion of the Club Director, a young person may be suspended or expelled from the Club for refusing to reengage in school activities.

Fees

The Boys & Girls Club has fees associated with the care provided. Fees are billed monthly for school year care. Non-School days have a fee in addition to the monthly school year rate. All fees are paid in advance of the care provided. Summer Camp fees are billed monthly or weekly in advance of the care provide.

School Year Rates

After School: School Dismissal-6pm	Early Release: School Dismissal-6pm	Monday Late Start: 7am-9am	Non-School Day: 11am-6pm
Full Pay Rate: \$300/month	Full Pay Rate: Included in monthly rate	Full Pay Rate: \$50/month	Full Pay Rate: \$40/day

Summer Camp Rates

Day Camp: 9am-5:30pm	Before Care: 7:30am-9:00am	After Care: 5:30-6:00pm
Full Pay Rate: \$180/week	Full Pay Rate: \$25/week	Full Pay Rate: \$50/week

WI Shares

The Boys & Girls Club accepts State of Wisconsin provided child care subsidy to make the rates affordable for all families. Families are not responsible for the parent-share if there is a difference in a monthly authorization and rates. All eligible families are to use WI Shares prior to requesting a Boys & Girls Club Scholarship. Families can determine eligibility by calling 1-888-794-5556 or visiting <https://access.wisconsin.gov/> .

Group Size	Annual 185% FPL	Monthly 185% FPL
2	\$30,451	\$2,538
3	\$38,443	\$3,204
4	\$46,435	\$3,870
5	\$54,427	\$4,536
6	\$62,419	\$5,202
7	\$70,411	\$5,868
8	\$78,403	\$6,534
9	\$86,395	\$7,200
10	\$94,387	\$7,866
Each Additional Person Add	\$7,992	\$666

Provider Number: 1000586911
Allied: Location 001
Taft: Location 002

Scholarships

BG CDC strives to serve youth regardless of ability to pay. If a youth’s family cannot afford the rates, is ineligible to participate in WI Shares and provides documentation, the family will be provided a Boys & Girls Club scholarship. If the scholarship rate is a financial burden an additional reduction may be granted only with the Management’s permission.

School Year Scholarship

After School: School Dismissal-6pm	Early Release: School Dismissal-6pm	Monday Late Start: 7am-9am	Non-School Day: 11am-6pm
Full Pay Rate: \$1/month * (Collected Annually)	Full Pay Rate: Included	Full Pay Rate: \$50/month	Full Pay Rate: Included

Summer Camp Scholarship

Day Camp: 9am-5:30pm	Before Care: 7:30am-9:00am	After Care: 5:30-6:00pm
Full Pay Rate: \$25/week	Full Pay Rate: \$5/week	Full Pay Rate: \$10/week

Confidentiality of Information

The privacy of Club members and their families is of the utmost importance to the Boys & Girls Club. All membership forms, health history forms and other documentation regarding Club members and their families will be kept in strict confidentiality and placed in individual member files. These records are stored in a locked file cabinet at the club office. Upon request, parents/guardians may have access to all records and reports maintained on their children.

Membership Procedures

Enrolling a Member

Families may enroll a child aged 5 (enrolled in Kindergarten) through the age of 14 by completing a paper membership application form and submitting to the Director of Licensing & Family Engagement/Membership Services Desk or by completing the online membership form.

Required Forms:

- 1) Membership Application Form
- 2) Immunization Record
- 3) Income Verification & Payment

1) *Membership Application (Signed & Completed)*

The membership application asks for basic information about the member applicant, including health history, emergency contact information and data regarding the member's eligibility for income-qualifying services. This form meets compliance with DCF 251 regulations.

2) *Immunization Record*

According to state law, the Club must have an immunization record on file for all members.

3) *Income Verification*

The Boys & Girls Club asks families to partner in covering the cost of care provided for their child(ren). Eligible families are asked to enroll in WI Shares. Ineligible families may apply for a Boys & Girls Club scholarship by verifying their income, providing a denial letter from the Department of Children and Families or other approved documentation. Payment is due in advance of the care provided and required to complete the enrollment process.

Attendance Procedures

When opening up the Club at the beginning of the program session, make sure of the following:

- Membership Computer is ON
- Scanning Device is ON
- Membership management database is OPEN and working on the Scanning Computer

ALL YOUTH entering the building must be Signed-In & Out in “real-time” when entering the building

At locations with electronic sign-in systems:

1. Youth will enter the location and form a line
2. Staff will locate their membership card
3. Youth will place their belongings in the designated area
4. Staff will scan their membership card
5. Membership Services Associates staff will ensure the scan was accurately completed
6. Designated Staff will escort member to assigned area and Staff assuming responsibility for the member will document arrival on a roster
7. Assigned Staff will assume responsibility for the membership id card

At locations with paper sign-in systems:

1. Youth will enter the location and form a line
2. Staff or Child's Authorized Adult will locate the child's name on a roster and indicate the time of arrival and place initials next to the time of arrival
3. Youth will place their belongs in the designated area
4. Staff will locate their tracking card

5. Staff will document arrival on a roster and will assume responsibility for the tracking card

Lost Membership/Tracking Card

Members and Families are asked to assist in maintaining the membership id/tracking card. In the event of excessive loss of membership/tracking card, the member will work with the Club Director or other designated Supervisor to create a solution and may perform Club Community Service to avoid any assessment of fee for lost cards.

Drop-In Attendance

The Boys & Girls Club allows drop-in attendance. Families may use the hours of care provided as best fits their schedules. Once a membership application, immunization record, and payment are completed and the family has been notified of enrollment, the child(ren) may attend as needed during the hours of operation for the current enrollment period (School Year: First Day of School-Last Day of School) or (Summer Camp: First Day of Camp-Last Day of Camp for the weeks register for). Families must complete paperwork for each subsequent enrollment period of the School Year and Summer Camp care.

Child Abuse & Neglect Reporting

What is Abuse?

The four types of abuse include physical injury, sexual abuse, emotional abuse and neglect.

- *Physical Abuse:* Physical injury to a child by other than accidental means.
- *Sexual Abuse:* Touching a child in inappropriate places, forced viewing of sexual activity, sexual exploitation, or sexual intercourse. Permitting, allowing, or encouraging a child to engage in prostitution is also sexual abuse.
- *Emotional Abuse:* Harm to a child's psychological or intellectual functioning caused by the child's parent, guardian or caregiver.
- *Neglect:* When a caretaker fails, refuses or is unable for reasons other than poverty, to provide the necessary care, food, clothing, medical, or dental care so as to seriously endanger the health of the child.

Child Abuse Policy and Procedure

The Boys & Girls Club of Dane County is committed to protecting the safety of its members. As professionals working with children, *the Boys & Girls Club staff is mandated by state law to report incidents of child abuse and neglect of members with whom they work.* The Boys & Girls Club of Dane County supports this mandate and requires all full and part-time staff to follow applicable procedures. Failure to comply with this policy may result in disciplinary action and persons required to report who intentionally fail to report suspected child abuse or neglect may be fined up to \$1,000 or imprisoned up to 6 months or both.

Child Abuse observed or suspected while in care at the Club must be reported immediately. This is interpreted to mean as soon as the abuse is suspected and/or witnessed. The staff person identifying the situation must:

1. Place a phone call to CPS. The Club Director or other supervisory designee may be present for the call if the staff requests such support. Staff is to notify immediate supervisor in a timely manner of suspected and/or abuse and neglect.
2. Complete a Child Abuse and Reporting Form.
3. report the incident to the Child Care Administrator and Director of Licensing & Family Engagement.
4. Make sure Tthe Club Director/Sr. Director of Programs/Director of Operations calls 220-SAFE (7233). If the Club Director/ Sr. Director of Programs or Director of Operations is not available, the employee is responsible for making the call. The Director of Operations will file the critical incident report with BGCA after all calls are made or within 24 hours of incident.

How Can I Tell If a Child Has Been Abused?

Staff will use the following guidelines to determine suspected child abuse. One or several of the following major signs which occur on a frequent basis may mean a child is being abused or neglected.

PHYSICAL ABUSE	EMOTIONAL ABUSE	SEXUAL ABUSE	NEGLECT
Bruises, welts on face, neck, chest back	Low self esteem	Pain, swelling, or itching in genitals	Poor hygiene, odor
Injuries in the shape of an object (belt, cord)	Self denigration	Bruises, bleeding, or discharge in genitals	Inappropriately dressed for weather
Fractures that do not fit the story of injury	Severe depression	Stained or bloody underclothing	Needs medical or dental care
Extremes in behavior: very aggressive or withdrawn and shy	Aggression	Difficulty walking or sitting, frequent urination or pain	Left alone, unsupervised for long periods
Delay in seeking medical care	Withdrawal	Sexually transmitted infections	Failure to thrive, malnutrition
Afraid to go home	Severe anxiety	Refusal to take part in gym or other exercises	Constant hunger, begs or steals food
Frightened of parents, fearful of other adults	Failure to learn	Unusual interest in sex for age	Extreme willingness to please
		Drastic change in school achievement	Frequent school absences
		Regressive or childlike behavior, poor peer relationship	Arrives early and stays late at school or other people's homes

Administrative Structure

The Boys & Girls Clubs operates multiple Club sites located in Delavan, Fitchburg, Sun Prairie and Madison, WI. The following positions work directly with children under the age of 14:

- Club Director
- Assistant Club Director/Center Director
- Director of Operations
- Director of Licensing & Family Engagement
- Assistant Director of Licensing & Family Engagement
- Lead Teacher
- Assistant Teacher
- Membership Services Associate
- Van Drivers

Club Pet Policy

In order to ensure the safety of all Club members, the Clubs have a “No Pet” policy.

III. Discharge of Enrolled Children

Member Code of Conduct

BGCDC recognizes and supports member’s self- worth and accomplishments. Staff encourage members and provide positive reinforcements as the members make improvements and experience successes. Staff encourages members to develop a moral character and behave ethically. This policy will be observed by and adhered to by all members regardless of relation to any member of staff.

BGCDC has a direct responsibility to ensure the site is emotionally and physically safe. Staff is responsible for supervising the conduct of members while active in programming, recognizing and rewarding positive behavior and enforcing behavior standards.

Exceptions to this Code of Conduct may be allowed based on the type of programming or specific rules of the club.

Compliance with the Member Code of Conduct is authorized on the Membership Application.

MEMBER CODE OF CONDUCT

- I will honor the member code of conduct when I participate in all club activities.
- I will be a law abiding citizen.
- I will respect myself, fellow members, staff, and the facilities.
- I will have my coat, hat and book bag in the designated club location.
- I will remain drug, alcohol and tobacco free at the club.
- I will be responsible for all my personal belongings.
- I will use words that are respectful.
- I will keep my phone away during program hours.
- I will report uncomfortable or dangerous behavior.
- I will cooperate with all directions and requests by staff.
- I will eat or drink only in designated areas and dispose of garbage properly.
- I will refrain from touching/horse-playing with other club members.
- I will use the assigned access points to enter or exit the Club.
- I will enter the club with peaceful intentions, and remain free of weapons.

Club Expectations

Below is a list of expectations that families should review with their child(ren). Failure to adhere to the expectations could result in suspension or termination of membership.

1. Members will stay with their group at all times and will ask permission to go somewhere else in the Club.
 - a. Bathroom
 - b. Drink
 - c. Front Desk
 - d. Program Areas
2. Members will tell Staff if they need help.
 - a. To ask for a break
 - b. To talk about feelings
 - c. Issues with other members or Staff
3. Members will be safe with their bodies.
 - a. Keep a space bubble
 - b. Hands and feet to yourself
 - c. Solve conflicts with words
4. Members will be safe in the Program Areas.
 - a. Walk in the Club
 - b. Move as a group

- c. Line Up
5. Members will THINK before speaking.
 - a. Thoughtful, helpful, inspiring, necessary and kind language is used.

Reasons for Suspension and/or Membership Termination

Violation of the Member Code of Conduct and Club Expectations could lead to suspension or termination of membership based upon the severity of the situation and the discretion of Club Director or other designated Supervisor. A full-time, designated club staff person may contact a member's parent/guardian if they have any concerns about the behavior or health of the member. Violations are documented on a Member Behavior Incident Form. Families can also initiate discussions with club staff regarding termination of membership. Compliance with the Behavior Policy is authorized on the Membership Application.

Members are to abide by all Boys & Girls Club of Dane County Expectations (Rules and Procedures). In the event members demonstrate, offensive, disrespectful and rude behavior as such, the Club Member Behavior Policy will be followed. Violations may result in immediate suspension or termination of membership.

Suspensions are issued under these categories:

- Fighting/Bullying
- Disrespectful Behavior to Staff and Members /Profanity
- Theft/Contributing to an unsafe environment

Staff are to follow the appropriate protocol below:

1. 1st incident/ Staff is to give a verbal warning to club member about behavior (Unless offense is intolerable and urgent, issue a written statement).
2. 2nd incident/Staff are to write an incident report and explain thoroughly the member's behavior. Phone call to parent MUST be made by a Designated Supervisor to discuss changes to member's behavior. Plan to alter member's behavior must be documented.
3. 3rd incident/Staff are to write an incident report. Phone call to Parent MUST be made by a Designated Supervisor and 1-day suspension from The Club MUST be issued.
4. 4th incident/Staff are to write an incident report. Phone call to Parent MUST be made by a Designated Supervisor and 3-day suspension from The Club MUST be issued.

5. 4th incident/Staff are to write an incident report. Phone call to Parent MUST be made by a Designated Supervisor and 5-day suspension from The Club MUST be issued.
6. 5th incident/Staff are to write an incident report. Phone call to Parent MUST be made by a Designated Supervisor. Member's privileges to The Club may be subject to EXPULSION.

*Please note that sequences of offenses are to only follow the above corrective action procedure. If offenses are not in the same category, there are to be treated separately. We want to encourage all staff to demonstrate positive affirmation to members and make many attempts of correct action before suspension arises. However, if negative behavior persists, please follow above protocol.

Communication with Families on Child's Progress

In all but the most serious violations, staff will work with the member and his/her family to restore the child's good standing in the Clubs.

Families agree to ensure that their children abide by the Member Code of Conduct, Club Expectations and Club Member Behavior Policy. Violations will be documented and placed in the child's file. In the case of children who are picked up by a relative, staff will verbally inform the family member the same day that the violation occurs. Families are welcome to review their child's file at any time. They can also meet with staff and Club leadership regarding their child's behavioral or safety issues in order to develop a strategy for improvement.

Outside Agency Involvement

BG CDC is a mandated reporter for child abuse and neglect. The Club has a zero-tolerance policy for illegal activities. Because of this, BG CDC will report any suspected abuse and/or neglect to the Bureau of Child Welfare, and police will be called if a child engages in illegal activities at The Club. In these cases, parents/guardians will also be contacted, either by The Club or the public agency that is involved.

Appeals Process

A member or member's parent/guardian may request a meeting with a full-time, designated Club staff member if the youth or parent has any concerns, comments or suggestions about a program, incident or policy. This includes situations where the parent feels some type of discrimination has taken place. The staff member will make all attempts to respond to concerns in a reasonable and timely fashion to the mutual satisfaction of the parent/guardian and the Club. Matters that cannot be solved at the club level will be forwarded to the Human Resources Department for processing.

IV. Fee Payments and Refunds

The Boys & Girls Club of Dane County is a membership organization with a fee for service. BGCDC works to make our programming affordable by accepting a state provided child care subsidy called WI Shares and offering a BGC Scholarship. School Year Memberships are as low as \$10. Membership Fees are non-refundable.

Each Club serves its members on a drop-in basis, therefore, there are no requirements for regular attendance. None of the following childcare center policies apply to childcare at the Clubs: refunds for absences/vacations; registration/material fees beyond the membership fee; cost for meals; discounts or referral bonuses; referral bonuses; full/part-time attendance distinctions; and fee-calculating methods.

The accounting function of BGCDC is housed at the Administrative Center, 1818 West Beltline Hwy Madison, WI 53713. Parents/guardians pay any fees or charges in advance to the Club's designated staff or online. The designated staff issues a duplicate receipt, giving the parent/guardian the original and retaining a copy for Club records. All payments are forwarded to BGCDC's Accounting Department for processing and deposited into the correct account. The Accounting Department will advise the Club if a payment is returned marked Not Sufficient Funds or if additional information is needed regarding a payment.

A copy of this policy is available at the office of each club in the Child Care Policy Manual. Parents/guardians also have access to their children's records at any time, with appropriate notice.

Note: standard methods of payment are cash, cashier's check/money order or online payment.

V. Child Education

Core Service Areas

The Boys & Girls Club of Dane County provides diverse activities that meet the interests of all youth. Core Programs engage young people in activities with adults, peers, and family members that enable them to develop self-esteem and to reach their full potential. All activities are provided in an age-appropriate format to early elementary, elementary, middle school and high school level Club Members. Many programs use field-tested curricula developed by the Boys & Girls Clubs of America (BGCA). Religious training is not part of the Club program.

Based on the physical, emotional, cultural and social needs and interests of our members, and recognizing developmental principles, Clubs offer program activities in six areas:

- **Character & Leadership Development** – empowers youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process and respect their own and other’s culture identities. Some examples of Character & Leadership Development activities are:
 - Torch Club
 - Community service projects
 - Sista Pride
 - Youth recognition events
 - BGCA Youth of the Year competition
 - Mentorship of younger children by teen members

- **Education & Career Development** – enables youth to become proficient in basic educational disciplines, apply learning to everyday situations and embrace technology to achieve success in a career. Some examples of Education & Career Development activities are:
 - Power Hour
 - STRIDE
 - 7 Book Summer
 - Environmental Learning/Stewardship
 - Junior Staff Career Development
 - ClubTech
 - Netsmartz

- **Health & Life Skills** – develops young people’s capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live as successful and self-sufficient adults. Some examples of Health & Life Skills activities are:
 - Smart Moves
 - Nutrition education
 - Human growth and development
 - Reality Check
 - Techniques for avoiding peer pressure

- **Arts & Culture** – enables youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing. Some examples of Arts & Culture activities are:
 - Annual art exhibit
 - Visits to cultural events and museums
 - Wide variety of arts and crafts activities
 - Music, dance and drama

- Mural production
 - ArtWorks collaboration
 - Humanities project
 - Family events focused on building scrapbooks, etc.
- **Sports, Fitness & Recreation** – develops fitness, positive use of leisure time, skills for stress management, appreciation for the environment and social skills. Some examples of Sports, Fitness & Recreation activities are:
 - Gym activities
 - Sports leagues
 - Basketball
 - Flag football
 - Indoor baseball
 - Volleyball
 - Soccer
 - Lifetime sports
 - Chess Club
 - Tournaments
 - **Outdoor & Environmental Education** – helps youth to develop an awareness, appreciation and knowledge of the environment through activities in the Club or in natural settings. Swimming activities allow children to learn water safety and gain confidence as swimmers. When members are involved with water, lifeguards are on duty at all times. Some examples of Outdoor & Environmental Education activities are:
 - Camp YES (environmental stewardship with Fitchburg Parks Department)
 - Outdoor play in safe areas of Clubs
 - Forestry curriculum
 - Renewable energy projects
 - Swimming Lessons

Diversity

BGCDC is committed to the promotion of diversity in all its activities. Children at the Clubs learn about their own cultures, as well as the variety of cultures and beliefs throughout the world.

Activities such cultural dance, music, art and food are integrated into core programming, along with field trips and special events, to expose Club members to different cultures.

In addition, the Clubs make developmentally appropriate activities available to all members with disabilities. Gender-based activities promote the development of our members, where appropriate. Examples of gender-based programming are Sista Pride and Passport to Manhood.

Youth Development Outcomes

The Boys & Girls Clubs Movement engages youth in activities that are fun and enjoyable while supporting development of the capacities described below. This is accomplished through Club programs and in discussions between staff and Club members. Expected outcomes for member participating in Club programs are:

Positive Self-Identity: Youth have a healthy self-concept, a strong belief in their own self-worth and a sense of hope about their future. They are adept at setting and attaining goals, confidently making the necessary decisions to achieve their life plans.

Competencies: Youth have the knowledge, skills, strategies and attitudes necessary to have a positive foundation for success. Youth become competent by mastering tasks, demonstrating to themselves that they can do things well. They develop competence in the following areas:

Educational: Youth are proficient in basic educational disciplines and have the capacity to utilize technology. Having graduated from high school, they are motivated to pursue learning opportunities throughout their lives.

Employment: Youth have the skills and attributes to be successful in the workforce. They are motivated to constantly develop new abilities and hone existing skills to maintain a competitive edge.

Social: Youth are able to develop and sustain positive relationships with others.

Emotional: Youth are able to recognize, reflect on and appropriately express their emotions, manage stress and cope with positive and adverse situations.

Cultural: Youth have an understanding and respect for their own cultural identity and for the cultures of others; they are able to contribute in a multicultural society and demonstrate tolerance for differences among people.

Community and Civic Involvement: Youth have a sense of belonging to their community, family, and/or group, and are willing to engage in civic responsibility. Club members work closely with others to contribute to the greater good.

Health and Well-Being: Youth live healthy lives, take part in regular fitness activities, are able to access health care resources and engage in positive behaviors. They use sound judgment about personal safety, nutrition and avoidance of alcohol, drugs and premature sexual activity.

Moral Compass: Youth have values enabling them to develop positive relationships with others. These values include honesty, a sense of justice and fairness, respect, caring and spirituality.



Curriculum Planning

Staff are provided two hours of planning time per week. Teachers submit their written lesson plans for the coming week to Club Management. Staff utilize the School-Age Curricular Framework for YoungStar to craft well-planned curriculum designed to increase child development outcomes. Areas of focus include: Language, Literacy and Numeracy, Arts and Culture, Global Learning, Health and Wellness, Media and Technology, STEM, Social Emotional Development/Character Education, Environmental Learning and Service Learning.

More information can be found here: <https://dcf.wisconsin.gov/files/youngstar/pdf/sa-curricularframework-info.pdf>

Example School Year Schedule

Time	Classroom A (18)	Outside	Classroom B (18)	Classroom C (18)	Classroom D 5-7 Year Olds (17)	Classroom D 5-7 Year Olds (17)	Cafeteria			
2:00-2:30	All Staff Meeting									
3:00-4:30	Power Hour and Snack Choices 1.Homework 2.Reading 3. Magnatiles		Power Hour and Snack Choices 1.Homework 2.Reading 3.Legos	Power Hour and Snack Choices 1.Homework 2.Reading 3. Lincoln Logs	Power Hour and Snack Choices 1.Homework 2.Reading 3. Tangrams	Power Hour and Snack Choices 1.Homework 2.Reading 3. Unifix Cubes	Eating			
4:30-5:00	Outside Time-One Planned Group Game & Free Play									
4:15-6:00	Program Choices 1.Coffee Filter Art 2.Construction Zone 3. Science Corner		Program Choices 1.Coffee Filter Art 2.Board Games 3. Musical Instruments	Program Choices 1.Coffee Filter Art 2.Smoothie 3.Puzzles	Program Choices 1.Dramatic Play Area: Grocery Store Exploration 2. Art Exploration 3. Sensory Stations	Program Choices 1.Construction Zone-Build a City 2. Art Exploration 3. Sensory Stations	Eating			

*This is an example of typical day. Schedules vary and are intentionally changed to keep programming interesting and responsive to youth's needs. Schedules reflecting actual weekly programming are posted at the Family Table or Family Information Board.

Family Involvement

The Club strongly encourages family involvement in their child's academic and personal growth. Parents/Guardians are always welcome to work or play with their child at the Club. This is the best and most effective method to inform parents about their child's successes and struggles. The Club communicates with parents via newsletters, emails and a text system called REMIND. Occasional phone calls home also keeps families up to date on programs and activities. Families may also participate in monthly Family Advisory Council Meetings and Family Fun Nights.

Field Trips

Families are notified of field trips via postings in at the Family Table or Family Information Board. Field trips typically occur during the hours of operation. Permission is granted to attend field trips on the membership application. Please notify staff if your child will leave the Club earlier than typical to avoid delays in your schedule. If children are to dress appropriately for a certain activity, the field trip posting will include this information.

Transportation is provided for all off-site field trips. In the event of a walking field trip, a sufficient ratio of teachers and aides will lead the children to their destination in the safest manner possible.

Transitions

Transitions from one activity to the next are conducted in an orderly fashion to ensure that children are not waiting in large groups or long lines in the process.

VI. Child Guidance

BGCDC Child Guidance Philosophy

As a high quality out-of-school time (OST) program, BGCDC is committed to promoting school-age children's emotional and social development, in addition to their academic achievement. Therefore, BGCDC has developed a thoughtful, consistent, positive approach to child guidance that is appropriate to the age and individual needs of the children we serve.

The Club's child guidance philosophy is based on time-tested principles in eliciting positive behaviors and fostering the progressive development of children. These include the following:

- Understanding of growth and developmental stages of children
- Providing a stimulating and educational environment that addresses multiple learning styles
- Maintaining consistency in rules, routines and discipline
- Modeling of appropriate behaviors and attitudes
- Allowing children to share their feelings and suggesting solutions to problems

- Reducing opportunities for misbehavior through effective classroom control
- Teaching children coping mechanisms
- Praising appropriate behavior
- Working cooperatively with families to resolve ongoing behavioral challenges

The Club puts a priority on positive guidance methods that promote the setting of clear-cut limits for children and for the development of self-control, self-esteem and respect for the rights of others. Families are considered partners in finding solutions that will eliminate negative behaviors. In addition to giving feedback to parents/guardians at pick-up time, child care staff can also make arrangements with families for a sit-down meeting to brainstorm effective child guidance techniques for their children.

Prohibited Forms of Discipline

Actions that are aversive, cruel or humiliating, and actions that may be psychologically, emotionally, or physically painful, discomfoting, dangerous or potentially injurious are prohibited. Examples of prohibited actions include:

- Spanking, hitting, pinching, shaking, slapping, twisting, or inflicting any other form of corporal punishment;
- Verbal abuse, threats, or derogatory remarks about a child or the child's family;
- Physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle; and/or
- Withholding or forcing meals or snacks.

Appropriate Forms of Discipline

Club members who are having a difficult time following the Member Code of Conduct and Club Expectations will first be redirected by staff and provided a verbal warning to correct behavior. Beyond redirection, members may be separated from the rest of the group in a non-humiliating manner and offered no more than 5-minutes of a "time-out" break. The staff person(s) in charge of the area should talk with the member about their behavior, choices and consequences. Behaviors will be documented on a Member Behavior Incident form if necessary.

If a member continues to disrupt and his/her behavior has not improved, the member should be escorted to the office and should be counseled by the Club Director/Assistant Club Director or other designated supervisor. Certain behaviors, such as fighting, biting, or any other action that will harm other members, are not tolerated. While suspension should be the last disciplinary action for members, any member who demonstrates such behavior may be suspended.

Appropriate Ways to Calm Crying or Distraught Children

Crying at any age is a normal response to overwhelming powerful emotions such as anger, fear, stress, sadness and happiness. Child Care staff are provided training in developmentally appropriate ages & stages of children as well in emotional regulation techniques. In the event of a crying or distraught child (emotional dysregulation) staff will:

1. Assess the situation and determine if the member and/or other members are safe. If necessary, staff are to remove other members from the area.
2. Staff will offer the member assistance in finding a way to become regulated.
 - a. Examples of assistance include be but are not limited to:
 - i. Remaining close to the member and either offering space or comfort such as holding the member's hand. Staff will follow the member's stated preference for contact and proximity.
 - ii. Offer language to name the emotion and offer help. Example: "I see that you feel sad/angry/frustrated...how can I help you?"
 - iii. Offer the member a break of no more than 5 minutes in a manner that is not threatening or humiliating.
 - iv. Offer an emotional regulation strategy such as deep breathing, counting, stomping feet, taking a walk or reading/coloring.
 - v. Offer to problem solve with the member to find a solution to the distress.
 - vi. Help the member identify positive feelings.
 - vii. Contact the parent/guardian to offer positive emotional support to the member.
 - viii. If emotional regulation strategies are not successful and distress is prolonged, parent/guardian may be asked to remove child from care for the remainder of the day.
3. When the child becomes regulated, discuss the feelings involved and brainstorm tools for the member to access when dysregulated.
4. Notify the parent/guardian of any long-lasting or habitual incidents of prolonged crying or distress to create a plan together.
5. Document patterns and successful emotional regulation strategies to create individualized response plans.

Classroom Programming

All Boys & Girls Clubs activities are developed in order to promote a safe, engaging, reliable and educational atmosphere for the children we serve. Staff use classroom management techniques to keep order in each group.

Transitions between Activities

BGCDC child care staff receive training in effective transitioning between activities. Some of the basic principles guiding transition activities at The Club include the following:

- An assigned staff person remains with an identified group of children each day and manages their transitions

- Transitions are kept to a minimum
- Staff coordinate the timing and pattern of transitions from one room to another
- An orderly routine for rotation is established and maintained
- Expectations are reinforced with positive feedback to those who are attentive and well-behaved during transitions
- Staff provide verbal and non-verbal cues when an activity is coming to an end
- Staff allow children enough time to finish activities so that they will not be frustrated during the transition
- Children who are ready before the others assist with cleanup or engage in other activities while waiting for the transition to occur

Physical Handling of Boys & Girls Club Members

The use of physical force or punishment should not be used as a response to Club member misconduct. The only instance when the use of physical force may be used as a response to Club member misconduct is in the case where weapons or violent behavior are involved. However, physical force in this instance should be the last choice of action for staff and should not be done except to protect oneself or others where serious bodily harm could occur without physical intervention. Any use of physical force should be to prevent harm, such as separating individuals who are fighting. Fighting, physical assault or verbal assault on another person is a violation of the Member Code of Conduct and Member Expectations. In any case where physical response is used, the Club Director will meet with the staff involved to review what happened and fully document the incident.

Weapons & Violent Behavior

Members or guests possessing a dangerous weapon will not be permitted in the Club. A dangerous weapon is a gun, knife, razor, karate stick, metal knuckle, or any other object, which by the manner it is used or intended to be used is capable of inflicting bodily harm. In cases that clearly involve a gun, or any other weapon used in a threatening manner, the police will be called and the individual will be subject to immediate disciplinary procedures including permanent suspension from the Club. In all cases involving a weapon or violent behavior, the member's parent/guardian will be notified.

Reacting Physically

Use of force as a response to violent behavior should be the last choice of action for staff and should not be done except to protect oneself or others where serious bodily harm could occur without physical intervention, or to prevent harm such as separating individuals who are fighting. Staff who are physically assaulted should protect themselves as appropriate. If a weapon is involved, the recommended action is for staff to remove themselves and others from range of the weapon and to involve police in resolution of the situation.

If staff determines that it is necessary to forcibly remove an individual because that person refuses to leave voluntarily:

1. Staff should seek back up immediately, including the staff-in-charge
2. All members will be cleared from the area to isolate the individual
3. The police should be notified. The police, not staff, should remove a severely disruptive person who refuses to cooperate.

VII. Contingency Plans

Training in Evacuation

During staff orientation the designated Supervisor will train all staff in emergency evacuation procedures for fire, tornadoes, and other emergencies. The orientation will include individual staff responsibilities during all emergencies as well as the designated escape routes.

Fire Evacuation/Fire Drill Policies

1. If an alarm sounds, it **MUST** be treated as if it were a fire.
2. As part of their Club orientation children will be taught to stop what they are doing when they hear the fire alarm and to meet their staff immediately at a designated location.
3. Regardless of the apparent size of a fire or amount of smoke, staff will promptly lead children out of the building using the closest and safest exit. Staff and children will not stop to take clothing, toys, etc. Staff and assigned groups of children will meet outside at the designated area.
4. Exits, hallways and other evacuation routes will be clear at all times to permit prompt and safe exit from the building.
5. All lights on basement levels should be turned on as you exit the building, if possible. This enables firefighters to see better in a smoke-filled building.
6. If possible, close the doors to classrooms used by the program to prevent spread of fire.
7. Staff will lead the way for their assigned group of children using the safest route out of the building. The designated Supervisor will be the last person to leave the building, after checking bathrooms, hallways, etc. on the floor used by the program. The designated Supervisor will be responsible for taking attendance records out of the building.
8. After the staff and children are assembled at the designated meeting area, check the completeness of the evacuation. The designated supervisor will check attendance records and account for all children and staff confirming that all have exited the building. The designated Supervisor will call the fire department if the call has not already been made.

9. When the fire truck arrives, the designated Supervisor should inform the fire department about whether or not everyone is out of the building.
10. Staff will lead children back into the building when and if the fire department determines that it is safe.

Fire Evacuation/Fire Drill Procedures

The chances of a fire occurring in the building are slim; however, in the event of a fire or minor/major emergency event, staff should take the necessary precautions to get all the members out of the building safely.

If a fire or a fire drill occurs, the fire alarm will be the warning signal. Staff should evacuate the area quickly and in an orderly fashion.

Keep everyone as calm as possible and point out the exit they are to use. Check any closets or possible hiding places. Make sure all windows are closed and all doors are shut and locked. All youth should be led outside and a safe distance away from the building. **DO NOT USE ELEVATORS.** The Lead Teacher in charge of the group of children is responsible for taking attendance outside and ensuring that all individuals are accounted for.

Maintenance of Equipment

Fire Extinguishers

- Club Directors or other designated Supervisor will train staff in usage.
- If the club is co-located with another public facility, the club management will coordinate with the maintenance staff in order to maintain safety and adequate training on or testing of equipment.

Smoke Detectors and Fire Alarm Systems

- The Club Director/Director of Operations is responsible for monthly checks.
- If the club is co-located with another public facility, the Club Director/Director of Operations will coordinate with the maintenance staff in order to maintain safety and adequate training on or testing of equipment.

Battery-Operated Radio and Flashlights

- The Club Director/Director of Operations will maintain and store flashlights, blankets, radio and extra batteries.

Evacuation Routes

Each room in each club has a posted evacuation plan that is updated on an annual basis. These instructions include a designated safe area within the Club, as well as a meeting place outside The Club where staff and members can gather in an emergency.

Severe Weather Policy

If a severe storm/tornado warning is in effect staff will be notified and will take members from their area to the designated safety area of the Club. Doors to all program areas will be locked after staff leaves the area. The staff in charge will check each floor to ensure all persons are in the designated safety area. Staff will maintain a calm atmosphere. Staff and members will remain in the designated safety area until the staff person in charge indicates it is safe to disperse back into the rest of the Club.

As a general guideline, The Club will close when the School District closes. In some cases, staff may be required to report, even though The Club is closed to members. Local television and other media sources will broadcast the details in the event of a weather emergency. Weather cancellations for local public school activities area are as follows:

- When schools are closed prior to the start of the school day, all afternoon and events are cancelled.
- If the district issues a “winter alert,” the Boys & Girls Clubs will operate as normal.
- If the district issues a “weather emergency” which means schools may dismiss students to walk from school, at 12:00 noon. Safe Places and Community Learning Centers will remain open until parents/guardians have picked up their children.

Tornado Warnings

Staff will convene and lead their assigned groups of children to the nearest area designated for tornado shelter until the warning is lifted. Shelter area signs are posted throughout the building, along with fire evacuation plans.

The Club Manager, Program Director or staff in charge will use the attendance reports to confirm that all children are assembled with their activity leaders.

Power Failures

The building has an emergency generator that will automatically come on in the event of a power failure. This will keep a minimum of emergency lights on in the building. Normal programs can continue during a power failure. If the failure continues for a longer than 30 minutes, the staff person in charge will take steps to close the Club including calling parents and ensuring that all youth have a way home.

Bomb Scares

In the event one of our staff receives a bomb threat over the phone, the staff in charge should be notified immediately. This staff person will then contact the Director of Operations/Sr. Director of Programs and the police department, in that order. The building should then be evacuated floor by floor in an orderly fashion. Members should get their coats and be asked to wait outside The Club until the police have determined it

is safe to re-enter the building. In the event this takes too long, all staff will assist in making sure the members get home safely.

Flash Floods and All Other Emergencies

Children should be kept in the building whenever it is possible and safe.

Staff will take children in their assigned groups to the designated meeting areas. The Club Director/Director of Operations will stay at the main door of The Club to notify parents of their child's whereabouts. If this is not possible, a note will be placed on the same door explaining the whereabouts of children and staff.

Extreme Heat & Cold Policies

Club staff should use discretion when planning outside programming during the summer and winter months due to extreme temperatures. Staff should conduct all programming inside during days when the weather is extremely hot or cold. In heat, staff should ensure club members are adequately hydrated. Likewise, staff should ensure club members are fully dressed in appropriate winter clothing (coat, gloves, scarf, etc.) during cold weather. Staff shall hold programming inside when 1) there is heavy rain 2) temperatures are above 90 degrees Fahrenheit including relative humidity 3) The temperature is at or below 0 degrees Fahrenheit including wind chill.

Temperature in the Building

The temperature inside the building may not be less than 67 degrees Fahrenheit. If the inside temperature exceeds 80 Degrees Fahrenheit, Club staff will provide circulation with fans or with other means.

Missing Child Procedures

If a child is missing, the Club Director/Director of Operations/Designated Supervisor should first check the ENTIRE BUILDING and the PLAYGROUND. A call will be placed to the parent/guardian and/or emergency contacts listed on the membership application, notifying them about the missing child. If the child cannot be located, the Club Director/Director of Operations/Designated Supervisor will contact the Chief Operations Officer and call the local Police Department to report the child as missing. Regardless of the outcome, the Club Director/Director of Operations/Designated Supervisor will report the situation in the medical log, as well as advise the Chief Operations Officer and Child Care Administrator as soon as possible after the incident. Child Care Licensing will be notified of the event within 24 hours.

Child Attendance

Staff in charge of children are to know the whereabouts of each member at all times. They will do this by taking attendance when a child arrives at The Club, knowing each child by name, counting the number of children in their group as they rotate to each program area, and signing out each child as they leave for the day.

Child Pick-up Procedures

One of The Club's primary concerns is the safety and well-being of the children we serve. Our pick-up procedures are designed to protect the children we serve.

Release to Authorized Parent/Guardian Only

BGCDC provides a safe and secure environment for its club members. Club staff are responsible for ensuring members are picked up by only those adults who are authorized to pick up each member. Each member's parent/guardian is to fill out a form listing the individuals authorized to pick up their child each day. If applicable in custody disputes, a copy of any legal documents prohibiting certain individuals' access to the child are kept in the file. Each time a member is picked up from the Club, staff are responsible for checking the adult's ID to make certain the child is leaving the Club with an authorized adult.

In the case of an individual who is not authorized but who claims the parent has given him or her permission to pick up a child, staff will contact the parent for verbal authorization. The parent will be asked to update the pick-up authorization form in their child's file at their earliest convenience.

Release to Parent/Guardian Who Appears Impaired

The Club will first attempt to persuade the parent/guardian to contact another person to transport themselves and the child to their destination. It will be pointed out to them, as politely as possible, the potential problems and consequences their actions could bring. Secondly, the Club will politely insist they do not remove their child from the center and remind them that we are trying to protect them and ourselves. If the person insists and removes the child from the center, the Club will contact the police with information related to the incident. Lastly, staff will make a written report of names, date, time and any other matter related to the incident. A report may be also filed with a caseworker if the child is under the protection of the county court.

Emergency Procedures

Backup – Second Adult

The Club's programming involves multiple staff, so that a second adult can be available within five minutes after an emergency occurs. Staff who will be with a group in an area away from other Club members and staff will carry a cell phone at all times.

Transportation

Administrators must be notified of transportation activities during emergencies. Use the "rule of three" when transporting members - At least two adults present to transport a single member.

Child's Record

Staff will make sure to take a copy of the record of a child in an emergency, in case the child's health history or other information will be of use in dealing with the situation.

Evacuation of Children with Physical/Mental Disabilities

Teachers who are familiar with a particular child's physical or mental challenges will take charge of evacuating him or her. Children who need more time for evacuation will be allowed to leave the building first.

Emergency/Hotline Numbers

The following numbers will be posted in a prominent location where Club staff can access them quickly:

Police – 911

Fire & Medical – 911

Abuse – Child Protective Service (24 hrs.) 608-289-SAFE (7233)

Poison Control (24 hrs) – 1-800-222-1222

Resource Information Line – 211

VIII. Health Care

Medical Log

Staff shall maintain a medical log which lists any injuries received by a child. The log book shall have stitched binding with pages that are lined and numbered. The pages may not be removed or lines skipped. Entries should be made by staff in ink and initialed on the day of the occurrence. The Director of Licensing & Family Engagement will review the medical log every six months for compliance with state documentation and reporting laws regarding injuries. After completing the review, the Director of Licensing & Family Engagement will sign and date the log book to verify compliance.

Confidentiality

The log book will identify one child per entry. Parents may request to review the log book entries pertaining to their child(ren) with 24 hours' notice to maintain confidentiality of all children enrolled in the center.

Health, Sanitation and Safety

Staff members shall follow good hygienic practices with the children, including the following:

- Staff shall wash their hands with soap and warm running water before food preparation or service and after assisting with toileting, diapering or wiping noses and after exposure to blood or blood containing body fluids.
- Staff shall avoid contact with blood or blood containing body fluids.
- Gloves shall be worn if there is contact with blood or blood containing body fluids.

- Surfaces contaminated with blood or blood containing body fluids shall be cleaned with a solution of chlorine bleach and water.
- Blood contaminated materials shall be discarded in a plastic bag with a secure tie.
- Faces and hands of children shall be thoroughly washed before and after meals;
- Hands of children shall be washed after toileting;
- Staff shall be knowledgeable of routes of transmission, as well as prevention, of human immunodeficiency virus (HIV) and other communicable diseases.
- During normal hours of operation, there shall be no smoking or consumption of alcoholic beverages in areas used by the children or in the for preparation or storage areas.
- Consumption of alcohol or use of other non-prescription narcotic or illegal substances is prohibited on the facility premises. People who appear to be under the influence of alcohol or other drugs shall not be in the facility when children are present.

Staff Health Requirements

Before employment begins all staff are required to obtain a tuberculosis (TB) and Physical to ensure staff entering employment with the Boys & Girls Clubs of Dane County are healthy and safe to work with children. Staff or volunteers who test positive for TB are required to undergo proper treatment before employment begins.

The following staff health records shall be kept on file for each staff member and volunteer.

- Each staff person must have written evidence from a physician or health resource attesting that s/he is free from tuberculosis at the time of employment and subsequently according to state statute.
- No person who is known to be afflicted with any disease in a communicable form, or who is a known carrier of such a disease, or who is afflicted with boils, infected wounds or sores, shall work in any capacity in a Club where there is likelihood of such a person transmitting disease or infection to other individuals.
- Any staff person, including volunteer(s) who, upon examination or as a result of tests, shows indication of a physical, emotional, or mental condition which could be detrimental to the children or staff, or which would prevent satisfactory performance of duties, shall not continue work at the Club until the condition is cleared to the satisfaction of the examining licensed, practicing, medical doctor.

Health Records for Club Members

A child file shall be maintained for each child enrolled. Each file shall include all of the following information:

- A signed statement of the child's health prior to admission to the Club, if the child is younger than school age
- A copy of the immunization record. Immunization records shall be presented prior to receiving Club membership.
- Other health information if deemed necessary by the operator or director of the facility and/or by parent(s)/guardian(s).

Blood Borne Disease Control Procedures

The purpose of these procedures is to minimize or eliminate employee exposure to blood borne pathogens i.e. hepatitis B (HBV) and human immunodeficiency virus (HIV). All blood and body fluids shall be considered as potentially infectious material and should be handled as directed by this policy.

These procedures shall apply to all club personnel, both full and part time, first aid trained or not, who may be required to treat injured members or handle and dispose of materials containing blood and/or body fluids.

Personal Protective Equipment

Boys & Girls Clubs employees shall take protective measures including the use of proper personal protective equipment.

- Rubber gloves shall be worn when there is potential for the hands to have direct contact with blood and/or body fluid, whether treating an injured employee or cleaning soiled surfaces. All staff will be provided rubber gloves.
- Plastic mouthpieces shall be available in locations when the need for resuscitation is likely.
- After removing rubber gloves, or in those cases where contact with body fluids may occur unexpectedly, hand or other skin surfaces shall be washed thoroughly and immediately.

First Aid Kits

First aid kits are located in each Club as well as each vehicle. All first aid kits will include several pair of plastic latex gloves. Gloves are to be worn when dealing with any injury that entails cleaning blood off the wound. Gloves are to be taken off inside out, placed in plastic bags and disposed of in a trash receptacle.

Housekeeping

All equipment and work surfaces shall be properly cleaned and disinfected after contact with blood and/or body fluids. Contaminated areas shall be temporarily isolated and immediately cleaned with a mixture of one-part bleach and ten parts water.

All potentially infectious waste shall be placed into a plastic bag, sealed by the maintenance department and placed immediately in a garbage can located outside the facility

Information and Training

All employees of the Boys & Girls Clubs shall receive training regarding the location and proper use of personal protective equipment and proper work practices. Biohazard signs will be posted as appropriate. Records of these trainings will be kept on file.

Compliance

Staff will be expected to follow these procedures on blood borne disease control. Staff who do not comply with these procedures will be subject to the Club's disciplinary policies.

Accident Procedures

All accidents and illnesses (major and/or minor) **MUST BE REPORTED** and entered into the Medical & Injury Log Book. They are to be reported immediately to the Club Director/Director of Operations. A BGCDC Accident Report Form will be completed and prepared for parent/guardian signature upon pick up. All head injuries will be reported to a parent/guardian before pick up. This accident report is given to the Club Director/Director of Operations for review and then placed in the child's file.

Depending upon the seriousness of the accident or illness, the staff person supervising where the accident occurs will be expected to administer the necessary emergency first aid. If the necessary first aid is beyond the abilities of the staff person present at the scene, back-up will be requested.

Only full-time staff should call a parent/guardian in the event of an accident which could require additional medical treatment. If staff is unable to contact a parent or guardian or depending on the severity of the injury, 911 will be called. **Staff members are not authorized to transport members from the Club to any other location** but can administer emergency first aid.

The following is a list of the medical facilities closest to each club:

Madison/Fitchburg/Verona:

St. Mary's Regional Medical Center
700 South Park Street
Madison, WI 53715-1893

Sun Prairie:

SSM Health Emergency Center
2840 O'Keeffe Ave
Sun Prairie, WI 53590

Dispensing Medication

Prescriptive and non-prescriptive medication will only be given to children if families have completed the Authorization to Administer Medication form **PRIOR** to storing the medication on site. All medicine must be in its original container bearing the label with child's name, dosage and administration directions.

Seizures / Convulsions

Seizures or convulsions are sudden and often violent involuntary contractions of groups of muscles with accompanying decrease or loss of consciousness. They may involve many muscles of the arms, legs and head, or they may involve only a few of these muscles. Research indicates 1-2% of the total population experience epilepsy, which is one disease associated with seizures. Children have been reported to have convulsions from high fevers and severe gastrointestinal illness usually associated with severe infectious disease. Other causes of seizures may include ingestion of toxins such as lead or carbon monoxide, head injury and trauma.

If you observe a child experiencing a change in their level of consciousness or becoming unconscious, they may be experiencing a seizure. Rolling of the eyes and a blank stare without response also may indicate the onset of a seizure. The appropriate first aid is as follows:

1. Assist the child to a lying position, usually on the floor.
2. Loosen any tight clothing.
3. Place something flat and soft such as a pillow, jacket, or hand under the child's head.
4. Avoid restraining the child during the seizure.
5. Do not force anything into the child's mouth if teeth are clenched. If his/her mouth is open, a soft object such as a folded cloth may be placed carefully between teeth.
6. Turn the child's head to provide an open airway.
7. After seizure subsides, reassure the child that he or she is all right, orient him/her to time and place, and inform him/her that they have had a seizure.
8. Contact the parent or other responsible family member and report the details of the incident on the appropriate forms.

Following the seizure, which may last 2-5 minutes, the child may appear drowsy, breathe slowly, may be difficult to arouse, may complain of headache, muscle soreness or weakness. This confused state may last 5-10 minutes. Keep the child comfortable and resting during this time.

III Child Definition

As a provider of child care services to well children, BGCDC will not permit children to come to The Club with any of the following illnesses or symptoms:

- Severe pain or discomfort;
- Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to 3 looser consistency stools within a period of 24 hours, or bloody diarrhea;

- Two or more episodes of acute vomiting within a period of 24 hours;
- Elevated oral temperature of 101.5 degrees Fahrenheit or over or axillary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes;
- Lethargy that is more than expected tiredness;
- Yellow eyes or jaundiced skin;
- Red eyes with discharge;
- Infected, untreated skin patches;
- Difficult rapid breathing or severe coughing;
- Skin rashes in conjunction with fever or behavior changes;
- Weeping or bleeding skin lesions that have not been treated by a health care provider;
- Mouth sores with drooling; or
- Stiff neck.

A child who presents with these symptoms will be sent home unless medical diagnosis from a health care provider, which has been communicated to the center in writing, or verbally with a written follow-up, indicates that the child poses no serious health risk to himself or herself or to other children. All such documentation will be placed in the member's file.

Communicable Diseases and Member Attendance

If any member shows evidence of having contracted a communicable disease as defined by a skin irritation or lesion that is designated as contagious to others and appearing as impetigo, chicken pox, scabies, ringworm, head lice, pink eye, etc., staff will isolate the member in a designated area until a parent/guardian can pick up the child from the Club. Club staff are obligated to contact the Health Department, the child's parents and notify the parents of any other children who may have been exposed to the infected child. A letter to member's parents or a posting at the Club is required when a communicable disease has been present at any Club location. Confidentiality of each Club member is to be kept in all situations.

The contagious member will not be allowed to return to active participation in Club activities until the member is examined by medical personnel and found to be free of contagious aspects of their affliction. A letter to this effect must be signed by a physician or registered nurse and placed in the permanent membership file of the member.

Universal Precautions - Blood and Body Fluids

Disposable latex gloves should be worn by all staff members who are in direct contact with blood and other body fluids of an individual or having contact with potentially

infected materials. This recommendation is especially important for staff members who have cuts or abrasions in their hands. The Boys & Girls Clubs will provide gloves.

Hands will be washed before and after contact with a member, both for the protection of the staff members, as well as the student. This precaution will be observed regardless of the use of gloves. Hands and other surfaces will be washed thoroughly and immediately if they have been contaminated with blood or other body fluids.

Parent Notification and Confidentiality

The contents of all member files are kept confidential and are only available to Club staff. Staff should call the member's parent/guardian any time a member is ill or an accident has occurred. In the case where 911 needs to be called the parent/guardian should give any and all information to the responders. If the parent is not able to be reached and the child is in a life threatening state, the Club Manager may give any necessary information to the responders. If a Club member is found to have a communicable disease, it is the responsibility of Club staff to inform the parent of the infected child, the parents of other children who came in contact with that child, and the health department. This will be done in a manner that safeguards confidentiality.

Hand Washing Procedures

Hand washing is the single most important action to stop spreading infection and disease. Hand washing procedures:

- Wet your hand thoroughly with warm water
- Rub your hands vigorously with soap for 15-20 seconds
- DO NOT TOUCH THE FAUCET OR DOOR HANDLES WHILE YOUR HANDS ARE WET
- Wash all surfaces, including:
 - ✓ backs of hands
 - ✓ wrists
 - ✓ between fingers
 - ✓ tips of fingers
 - ✓ under fingernails
- Rinse your hands well
- Dry your hands with a paper towel.

You should always wash your hands after:

- Using the bathroom
- Coughing/sneezing or using a tissue

- Handling raw meat and poultry
- Touching lacerations/cuts, sores or infected areas on the skin
- Handling or playing with pets
- Touching dirty kitchen equipment, utensils, dishes or work surfaces
- Eating or drinking and before handling foods
- When hands become visibly soiled

Always wash your hands before:

- Touching or handling ready-to-eat foods, such as breads, deli meats, cheese, fruits and vegetables, etc.
- You or Club members eat

Records and Reports

A vital part of each job is record keeping. All required records and reports must be accurate and up to date. All health related reporting is to be complete and accurate and placed in each member's file as well as in the Medical & Injury Log Book as soon as it happens to ensure the proper documentation is in place for each member.

All staff should be aware of any allergies and/or health issues a Club member is diagnosed with as well as the proper method of treatment (ex: asthma: treat with inhaler – child should administer him/herself.)

Special Health Needs

Families should provide The Club with any information on a child's special health needs or conditions upon enrollment or upon the onset of the condition. Club Staff will place a copy of the information in the child's file and ensure that all staff who are responsible for the child's care are properly informed. This includes any allergies and/or health issues a Club member is diagnosed with, as well as the proper method of treatment (ex: asthma: treat with inhaler – child should administer him/herself.) Families may be asked to have an on-boarding family/staff meeting to discuss special health needs prior to enrollment and/or upon the onset of a condition or new diagnosis.

Emergency Medical Procedures

Medical Emergency Procedures – Youth Club Member

In case of a medical emergency involving a member:

1. Immediately contact the child's parent. Have the parent come to the Club; we want the parent to make the medical decisions regarding their child

2. If the youth is unconscious, **DO NOT MOVE THE CHILD**. Be sure he/she is breathing. Get other children away from the area. Administer mouth to mouth if needed.
3. If you can't get in touch with the parent or if the parent can't get to the Club quickly, and you feel the child's life is in danger, call 911. **Do Not Call A Private Ambulance Service.**
4. Stay with the child until the parent or Fire Department arrives. Assist as needed with information, etc.
5. Complete a First Aid report immediately. (If there was an accident that causes death or near death it is very important to contact the Chief Operations Officer and to not give any statements to the press or anyone else regarding the incident. If we follow these steps we will be acting responsibly and in the best interest of the child and the Boys & Girls Clubs. An Incident Report Form and Hospital Form must be completed.)

Medical Emergency Procedures – Adult

1. If the person is unconscious, **DO NOT MOVE THE PERSON**. Be sure he/she is breathing. Administer mouth-to-mouth if needed
2. Stay with the person until the Fire Department arrives.
3. Complete a report on what happened in your own words and submit your statement to the Club Manager.
4. If the person is having a heart attack or cannot help him/herself, dial 911.

Field Trip Safety Equipment Check List

- ✓ First Aid Kit
- ✓ Class Roster
- ✓ Club Member Emergency Contact Information
- ✓ Accident Reports
- ✓ cell phone
- ✓ A Copy of the Class Roster is to Stay at the Club
- ✓ Destination and Return Time Should be kept at the Club

Off-Site Emergency

For off-site field trips and other events, extra staff should be sent to ensure the safety of all children participating. In the case of an off-site emergency, the staff person in charge should immediately contact the Club Manager or other lead staff at the Club to notify him/her of the situation. In the case that the emergency involves a Club member, the child's parents should be notified. In a life-threatening situation, 911 should be called.

IX. Mildly Ill Child Care

BGCDC is not licensed to provide care to mildly ill children.

X. Nutrition

The Boys and Girls follows the meal pattern requirements as specified by the Child and Adult Care Food Program (CACFP) for all snacks/meals. Snacks/meals are planned so that no child goes without nourishment for longer than 3 hours while in care.

Food Service Providers

- Each Club location prepares meals onsite for Club members.
- All meals are balanced and contain items from the food groups outlined in the USDA's Choose My Plate. Alternative meals may be provided for members with food allergies per the written instructions of parent/guardian. Members with diets requiring supplementation must have a note from a medical professional.
- If a family decides to send a meal with their child, it should be nutritionally balanced. Families will be provided with the USDA CACFP meal pattern to assist in meal planning.

Other Dietary Restrictions

Families whose children have dietary restrictions or special diets due to religious beliefs or other practices should submit a notification from a medical professional stating the necessity for the dietary restriction to Club Management. A special diet based on a medical condition may be served only upon written instruction of a child's physician and upon request of the parent. A copy of these restrictions will be placed in the child's individual file.

Cooks, staff members, child care workers and substitutes having direct contact with the child shall be informed about a child's dietary restrictions, special diet or food/other allergies.

Posting of Menus

All snack and meal menus will be created with at least one week's notice and posted in a prominent place in The Club. Menus will be dated and kept on file for at least three months afterward. Any changes in a planned menu should be recorded on the copies of the menu kept on file and posted for parents.

Meal Time Routines

Club members are taken to the cafeteria in groups as designated on the program schedule to receive and consume their meals. No child shall go without nourishment for more than 3 hours. Club members will eat and sit as a group to socialize during their meal.

Special Treats/Holidays

When snacks are provided by parents for all children, a record of the snack served shall be posted in an area accessible to parents.

Preparation, Serving, Storage and Protection of Food Supplies

- Only Grade A pasteurized fluid milk and fluid milk products or Grade A pasteurized non-fat dry milk, or evaporated milk shall be used for drinking purposes.
- Easily breakable dinnerware shall not be used.
- Children shall not be allowed in the kitchen except during supervised activities.
- Portions of food once served to an individual shall not be served again.

Food Service Regulations

Regulations for food service shall include the following:

- Adequate hand washing facilities equipped with hot and cold water under pressure, supplied through a faucet, shall be provided in the food preparation area.
- Sanitary soap and towels shall be provided.
- The operator or director shall provide refrigeration units and insulated facilities, as needed, to ensure that all potentially hazardous foods are maintained at forty-one degrees Fahrenheit or below ^{except} during preparation.
- Containers of food shall be stored above the floor, on clean surfaces, and in such manner to be protected from splash and other contamination.
- Food not subject to further washing or cooking before serving shall be stored in such a manner that it is protected against contamination from food requiring washing or cooking.
- Utensils, such as forks, knives, tongs, spoons, and scoops shall be provided and used to minimize handling of food in all food preparation areas.
- Single-service articles shall be stored at least six inches above the floor in closed cartons or containers to protect them from contamination, and shall not be placed under exposed sewer lines.
- Use of "common drinking cups" shall be prohibited. Disposable cups, if used, shall be stored properly to prevent contamination.
- Reuse of single-service articles is prohibited.
- The storage of food or food equipment, utensils, or single-service articles in rest rooms is prohibited.

- No staff, while afflicted with any communicable disease, or while a carrier of such a disease or while afflicted with boils, infected wounds, sores, or an acute respiratory infection shall work in any capacity in a day care facility in which there is a likelihood of such a person contaminating food or food-contact surfaces with pathogenic organisms, or likelihood of transmitting disease to other individuals.
- Staff shall thoroughly wash their hands with soap and warm water in an approved hand washing facility before starting work, during work as often as is necessary to keep them clean, and after smoking, eating, drinking, or using the toilet. Staff shall keep their fingernails clean and rimmed.
- The outer clothing of all staff shall be clean. The operator or director shall ensure that food and food-contact surfaces are protected from falling hair.
- If adequate cleaning and sanitizing equipment is not available, only disposable eating and drinking utensils shall be used to serve catered meals or food.
- All food shall be protected against contamination.
- All cleaning supplies, detergents, and other potentially poisonous items shall be stored away from food items and shall be inaccessible to children.

Cleaning, Storage and Handling of Utensils and Equipment

- Tableware shall be washed, rinsed, and sanitized after each use.
- After each use, all kitchenware and food-contact surfaces of equipment shall be washed, rinsed and sanitized.
- The cooking surfaces of cooking devices shall be cleaned as often as necessary and shall be free of encrusted grease deposits and other soil.
- Non-food contact surfaces of all equipment, including tables, counters, and shelves, shall be cleaned at such frequency as is necessary to be free of accumulation of dust, dirt, food particles, and other debris.
- Prior to washing, all equipment and utensils shall be rinsed or scraped, and when necessary, presoaked to remove gross food particles and soil.
- When manual dishwashing is employed, equipment and utensils shall be thoroughly washed in a detergent solution which is kept reasonably clean, and then shall be rinsed thoroughly of such solution.
- Clean spoons, knives, and forks shall be picked up and touched only by their handles. Clean cups, glasses, and bowls shall be handled so the fingers and thumbs do not contact inside surfaces or lip-contact surfaces.

Hand Washing Procedures

Please refer to Section VIII., Health Care.

USDA Nondiscrimination Statement

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 (State or local) 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 complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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

This institution is an equal opportunity provider.

XI. Transportation

Transportation and Release of Children

Children will be released only to those persons authorized on the membership application. When the child is picked up, the parent/guardian must enter the building and sign out the child. If members are to leave The Club via walking or with a sibling under the age of 18, an Alternative Arrival/Release form must be on site prior to releasing the child. Families must notify Club Management in writing of any changes regarding persons to whom the child may be released to, or if there are any variations in departure time. Members may not provide verbal instructions to Club Staff regarding release plans.

Families picking up their children must do so by closing time. If parents or other designated persons are late in picking up children, staff will remain with the child until they are picked up. Families will be subject to late fees as outlined on the membership

application. If the child is not picked up at closing time and the family or emergency contacts cannot be reached, the police or child protective services will be called.

Field Trip Procedures

Trips are posted at the Front Desk, Family Information Board and/or emailed or texted to families. To ensure a safe and enjoyable trip for everyone, The Club practices the following procedures:

1. Prior to Leaving for the Trip:

- Designate a field trip supervisor (typically the group leader and/or van driver).
- Select leaders to accompany each group of children. Leaders must know the whereabouts of the children in their care at all times.
- Create a field trip roster including the name, emergency telephone number, and medical information for every child on the field trip. This information should be available at all times during the trip.
- Review the BGCDC Member Code of Conduct and Club Expectations.
- The field trip supervisor and/or van driver should know how to navigate to the field trip location.

2. Transportation to the Trip:

- Load BGCDC Vans or bus from the back to the front.
- Leaders should sit with their groups to maintain discipline. Provide sit-down activities for children to do while traveling to the location. Leaders should interact with the children.
- Leaders verify field trip roster with tracking cards and a face-name check of each assigned child.
- Children should be seated at all times until instructed to exit.
- Exit BGCDC Vans or bus from the front to the back.
- Check with Van Driver/Bus Driver to see if he/she is staying on site or not. If not, find out who will be returning to pick-up the children.
- A Group Leader or Van Driver will stand outside the bus door to make sure children exit the vehicle safely.
- After all children are off the van/bus, the Van Driver or Group Leader will verify all children have exited the vehicle and when applicable will turn off the van alarm.
- Children with disabilities or other limitations will be assigned an attendant on field trips who will ensure that these children are given priority in getting on and off the vehicle.

3. At the field trip site:

- Leaders are responsible for the members and will use the “kids, cards, count” method to track members’ whereabouts at all times. Leaders will verify the roster, tracking cards, count of children assigned to them and a conduct a face-name check to ensure proper tracking. Leaders will carefully monitor activities at the field trip to provide positive child guidance. Leaders will remain engaged with members and personnel on site.

4. On the bus returning to the Club:

- Load BGCDC Vans or bus from the back to the front.
- Leaders should sit with their groups to maintain discipline. Provide sit-down activities for children to do while traveling to the location. Leaders should interact with the children.
- Leaders verify field trip roster with tracking cards and a face-name check of each assigned child using “kids, cards, count” method.
- Children should be seated at all times until instructed to exit.
- Exit BGCDC Vans or bus from the front to the back.
- A Group Leader or Van Driver will stand outside the bus door to make sure children exit the vehicle safely.
- After all children are off the van/bus, the Van Driver or Group Leader will verify all children have exited the vehicle and when applicable will turn off the van alarm.
- Children with disabilities or other limitations will be assigned an attendant on field trips who will ensure that these children are given priority in getting on and off the vehicle.

Center-Provided Transportation

Club locations have differing capacities for center-provided transportation.

- No child is to be left unattended in a vehicle. In addition, all Club vans have installed a child safety alarm that requires drivers to check vehicles to ensure no child is left on the van.
- Proper parent permission and notification of date, time and destination are required for every field trip and/or ongoing transportation arrangement. Trips are posted at the Front Desk, Family Information Board and/or emailed or texted to families.
- Drivers and passengers must wear seat belts at all times.
- Personnel with authorization to drive vans must supply the Human Resources Department with proof of their good driving record on an annual basis.
- Volunteers are not allowed to drive Club vehicles.

- Children with disabilities or other limitations will be assigned an attendant on field trips who will ensure that these children are given priority in getting on and off the vehicle.
- Regular third-party inspections are conducted on all Clubs vehicles, and an updated Vehicle Inspection Form is kept in each van.
- In the event that an authorized adult is not at home to receive a child, families have the option to authorize a school-aged child to enter the home on his/her own on the Transportation Permission form. If a child is unable to enter the home, first the parent/guardian is contacted, second the emergency contact is contacted and finally the child will be returned to the Club. If no authorized adult can be contacted, Child Protective Services will be notified.

Transportation Member Code of Conduct

Members are to abide by all Boys & Girls Club of Dane County Rules and Procedures. Club members having difficulty following the Transportation Member Code of Conduct will first be redirected by staff and provided a verbal warning to correct behavior. Certain behaviors such as fighting, refusal to remain seated, refused to wear seat-belt and any other action which will harm members will not be tolerated. While suspension should be the last disciplinary action for members, any members who demonstrate such behaviors may have transportation services suspended or terminated.

In the event members demonstrate, offensive, disrespectful or unsafe behaviors including, but not limited to:

1. Hitting or Fighting
2. Teasing and Bullying
3. Use of Profanity
4. Unsafe behaviors such as “rough-housing”, removing seat belt, standing up and not facing forward in the seat.
5. Disrespect to Staff or Members

Van Drivers/Staff are to follow the appropriate protocol:

1. 1st incident/ Staff is to give a verbal warning to club member about behavior (Unless offense is intolerable and urgent, issue a written statement.)
2. 2nd incident/Staff are to write an incident report and explain thoroughly the member’s behavior. Phone call to parent **MUST** be made by MSA/Assistant Club Director/Club Directors to discuss changes to members’ behavior. Plan to alter Club Member’s behavior must be documented.
3. 3rd incident/Staff are to write an incident report. Phone call to Parent **MUST** be made by MSA/Assistant Club Director/Club Directors and **1-day suspension** from the van route **MUST** be issued.

4. 4th incident/Staff are to write an incident report. Phone call to Parent **MUST** be made by MSA/Assistant Club Director/Club Directors and **1-week suspension** from the van route **MUST** be issued.
5. 5th incident/Staff are to write an incident report. Phone call to Parent **MUST** be made by MSA/Assistant Club Director/Club Directors. Member's privileges to van route are **TERMINATED**.

XII. Orientation of New Staff and Volunteers

BGCDC recognizes that its most important resource is its employees. BGCDC is committed to the training and development of its entire workforce so that they will gain the necessary skills to reach their full potential. This will assist in enabling staff to achieve their aims and objectives that are to provide specialized, high quality care to our members. By increasing skills and knowledge, BGCDC will present confident, highly qualified working staff as an effective and efficient team.

MANDATORY ONSITE ORIENTATION DCF 251.05

<https://dcf.wisconsin.gov/files/forms/pdf/2026.pdf>

In order to comply with DCF 251.05(2)(a) and 251.04 (5)(a)6 of the Wisconsin Administrative Code, BGCDC requires that **all employees go through a Mandatory Onsite Orientation within 7 days of hire or transfer**. Orientation is designed to assist our employees to get off to the right start and is required by our regulatory authority.

This policy is in effect for all new employees, transfer and rehires. Documentation indicating that the mandatory orientation has been completed must be maintained. Upon completion of the mandatory orientation, the employee must sign two copies of the DCF *Staff Orientation* form. One copy of DCF *Staff Orientation* should be maintained at the site and one copy of DCF *Staff Orientation* forwarded to Human Resources within 24 hours of completion. Human Resources will maintain the DCF *Staff Orientation* in the employee's personnel file.

Managers or designee are required to review and document on the following:

1. DCF 251, Licensing Rules for Group Child Care Centers 251.05(2)(a)1.
2. Center policies required under s. DCF 251.04(2)(h) and (i) [251.05(2)(a)2.]
3. The center contingency plans required under s. DCF 251.04(2)(i), including fire and tornado evacuation plans and the operation of fire extinguishers 251.05(2)(a)3.; 251.06(3); 251.06(4)
4. First aid procedures 251.05(2)(a)4.
5. Job responsibilities in relation to the job description 251.05(2)(a)5.
6. Training in the recognition of childhood illnesses and in infectious disease control including hand washing procedures and universal precautions for handling body fluids 251.05(2)(a)6.

7. Schedule of activities of the center 251.05(2)(a)7.; 251.07(1)
8. Child abuse and neglect laws, how to identify children who have been abused or neglected and center reporting procedures 251.04(8)(b); 251.05(2)(a)8.
9. Procedure for ensuring that all child care workers know the children assigned to their care and their whereabouts at all times including during center-provided transportation 251.05(2)(a)9.; 251.05(3)(f)
10. Child management techniques 251.05(2)(a)10.; 251.07(2)
11. Procedure for sharing information related to a child's special health care needs including any physical, emotional, social or cognitive disabilities with any child care worker who may be assigned to care for that child throughout the day 251.05(2)(a)11.
12. Review of procedures to reduce the risk of sudden infant death syndrome (SIDS) prior to an employee's or volunteers first day of work if licensed to care for children under 1 year of age. 251.05(2)(a) 12.
13. The procedure to contact a parent if a child is absent from the center without prior notification from the parent 251.05(2)(a)13.; 251.05(3)(h)
14. Information on any special needs a child enrolled in the center may have and the plan for how those needs will be met 251.05(2)(a)14.
15. Training in shaken baby syndrome and impacted babies and appropriate ways to manage crying, fussing or distraught children. 251.05(1)(b)
16. Training in techniques of evacuation sleeping children in an emergency if the center is licensed to operate between 9:00 pm and 5:00am. 251.10(4)(a).

Failure to comply with this requirement may result in disciplinary action up to and including termination.

Confidentiality of Information

The privacy of each staff member is important to the Boys & Girls Clubs of Dane County. All staff documentation, applications, performance reviews are held in strict confidentiality. All staff documentation is held in individual staff files which are secured in a locked file cabinet.

XIII. Continuing Education

The Boys & Girls Club of Dane County is dedicated to providing the very best in out-of-school time. The continuing professional development of staff is a high priority.

The Director of Licensing & Family Engagement in collaboration with the HR Officer, ensures that all staff complies with the requirement to complete at least 25 hours of continuing education each year. If an employee has accrued hours in excess of the requirement in a particular year, up to five hours of continuing education can be carried over.

Continuing Education Topics

Staff receives regular training using materials generated by the Boys & Girls Clubs of America in five core areas: Sports, Fitness & Recreation; Arts & Culture; Education &

Career Development; Character & Leadership; and Health & Life Skills. Other areas for professional development include age-appropriate activities, positive uses of discipline, interpersonal communications and areas of expertise needed for an effective after-school program.

Other sources of staff continuing education include 4Cs for Children, the Education Station, Madison Area Technical College, trainings by child-development agencies such as NAEYC, and the Madison Public Library. If there is a cost associated with a particular training, employees should contact their Club Manager to see about reimbursement from the Clubs. Trainings required by the Clubs (such as Shaken Baby Syndrome for employees working with children under the age of five) will automatically be provided to employees by state-certified trainers at the organization's expense.

Employee Release Policy for Training

Employees are provided with ample time to attend continuing education opportunities and to prepare for their classroom duties. Work release time is provided for trainings taking place during regular work hours. Non-exempt (i.e., hourly) employees are compensated for attendance at trainings held outside of normally scheduled work hours. In addition, The Club allows childcare employees two hours of class preparation time each week.

The following trainings and certifications are required for employees and are the responsibility of the indicated departments:

Organizational Development:

- Up-to-date certification in CPR/First Aid and AED training
- A minimum of four manager/director trainings annually

Operations:

- Biannual training in Child Abuse and Neglect detection and reporting, using “It Shouldn’t Hurt to Be a Child” and proper Child Abuse and Neglect reporting process.
- Weekly staff meetings at each club
- Annual trainings on safety issues, including use of fire extinguishers and contingency plans

Human Resources:

- Initial Human Resources Orientation to the Clubs
- Quarterly all-staff meetings

Documentation of Trainings and Certifications

Employees who attend trainings provided outside of The Club are required to submit proof of successful completion to the Human Resources Department for inclusion in their files. The Human Resources Department coordinates documentation of internal trainings and provides proof of completion for individual employee.

Available Study Areas

Club employees have use of the classrooms before out-of-school time begins as a quiet place to study. They also have access to computers in the Computer Lab for study-related purposes.

XIV. Personnel Policy

Equal Opportunity and Non-Discrimination in Employment

The Boys & Girls Club of Dane County is committed to the policy of ensuring equal opportunity in employment. To this end, the Boys & Girls Club of Dane County believes no qualified person should be discriminated against in employment on the basis of age, race, color, disability, sex, gender identity, creed, religion, national origin, ancestry, marital status or any other basis prohibited by local, state or federal law. This policy applies to all terms, conditions and privileges of employment, including, but not limited to, recruitment, hiring, training, promotion, demotion, transfer, layoff, termination and wages and other benefits.

For purposes of this policy, disabled individuals may include persons who have a physical or mental impairment that substantially limits one or more major life activities or persons who have a record of or may be regarded as having such impairment. Any employee, who feels they need an accommodation to enable them to perform their job, should contact the Human Resources Officer and request the need for an accommodation. All requests for reasonable accommodation will be considered on a case-by-case basis.

Employment Procedures

Individuals with an interest in working for The Club may submit a resume, cover letter and 3 professional references to The Boys & Girls Club of Dane County 1818 W. Beltline Hwy Madison WI 53713 or apply online at www.bgcfdc.org. The application asks for personal information, education and employment history and references. An authorization to release information is also required. Completion of the 'Invitation to Self-Identify for Affirmative Action Purposes' form is optional.

After references are checked, candidates whose applications advance are asked to provide proof of schooling and complete a Background Information Check through the Department of Children and Families. Candidates who are hired must supply proof of a physical examination, must submit to a drug screening and have a Rantoul tuberculosis

test. All of these requirements must be satisfactorily completed before an employee's first day of work.

Policy against Sexual and Other Forms of Harassment

A fundamental policy of The Club is that the workplace is for work. Our goal is to provide a workplace free from tensions involving matters which do not relate to The Club's activities. In particular, an atmosphere of tension created by non work-related conduct including ethnic, racial, sexual or religious remarks, animosity, unwelcome sexual advances or requests for sexual favors or other such conduct does not belong in the workplace. This policy also extends to any non-employee who subjects an employee to harassment in the workplace.

Sexual harassment is a violation of state and federal law. It includes:

- Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of an employee's continued employment;
- Making submission to or rejections of such conduct the basis for employment decisions affecting the employee, such as promotions or job transfers;
- Creating an intimidating, hostile or offensive working environment by such conduct.

The Club will promptly and thoroughly investigate any charge of harassment and will inform relevant parties of the results of the investigation. The Club understands that these matters can be extremely sensitive. As much as possible, The Club will keep all employee complaints and all communications, such as interviews and witness statements, in strict confidence. Disclosure will be made only when necessary to investigate and resolve the matter.

If The Club determines that harassment has occurred, appropriate relief for the employee bringing the complaint and appropriate disciplinary action against the harasser, up to and including termination of employment, will follow.

In all cases, The Club will try to make follow-up inquiries to ensure that the harassment has not resumed. The Club will not tolerate retaliation against any employee who complains of harassment or provides information in connection with any such complaint.

Non-Discrimination in Service Delivery

The Boys & Girls Clubs of Dane County is also committed to the policy of insuring equal opportunity in service delivery. To this end, we believe no qualified person should be excluded from participation in, be denied the benefits of or otherwise be subject to discrimination under any of our programs and activities on the basis of age, race, color handicap, sex, gender identity, creed, religion, national origin, ancestry, marital status or any other basis prohibited by local, state or federal law. This policy covers registration

and admissions policies and procedures and access to services in all of our programs and activities.

Confidentiality

Unless disclosure is necessary to insure the health and safety of an individual or is otherwise required by law, all employees are expected to respect and maintain the confidentiality of all employee records, member records and data, and other club location information not otherwise available to the public.

Job Descriptions

Every employee should receive a job description that explains the duties and responsibilities of their position. Job descriptions also indicate to whom the employees will report. A master copy of each job description is on file at the Administration Center.

The Club provides many different kinds of employment. The following classifications are provided to explain the personnel policies contained in the Handbook:

1. The term “employee” means any individual employed by the Clubs.
2. The term “full-time employee” means any individual who regularly works forty (40) or more hours per week.
3. The term “part-time employee” means any individual who regularly works at least ten (10) hours per week but less than forty (40) hours per week.
4. The term “seasonal employee” means employees who are employed to work for a specific period of time; e.g., summer camp personnel.

Hours of Work, Lunch & Break Times

Working Hours

The Club must be able to respond to the changing needs of its members. For this reason, the administrative and management staff determines the scheduling for specific positions and may change that scheduling to meet the needs of The Club.

Staff who work six (6) hours in any given day will receive a 30 minute break, to be scheduled in conjunction with the supervisor. It is up to each staff to check with their supervisor to schedule the break.

Holidays, Vacations, Sick Leave & Leaves of Absence

The employee handbook issued to each employee upon hire contains detailed information on the following policies:

1. Vacation
2. Holidays
3. Sick Leave
4. Family and Medical Leave (FMLA)

5. Personal Leave
6. Bereavement Leave
7. Family Leave in Connection with Members of the Armed Forces
8. Jury Duty

Please refer to the Employee Handbook for additional information on these policies. Any policy changes that occur during the course of employment will be communicated to all staff by the Human Resources Department. To receive an updated copy of the Employee Handbook, contact the Human Resources Officer.

Inclement Weather Policy

Early-Morning Decision

The decision to close The Club for the day because of severe winter weather will be decided as early in the morning as possible by the CEO. If the decision to close The Club is made, the CEO will contact designated staff, who will notify the media to include the notice in their morning “closing” information.

Generally, The Club will close if public schools close. All other decisions regarding camp closures are at the discretion of the Camp Director.

Mid-Day Decision

The decision to close The Club early because public schools announce an early dismissal for severe weather will be made by the CEO and communicated to Club Management. Clubs will close per decision of the managers and each site’s established procedures. Staff members should contact their supervisors to determine their work status.

After 5 P.M. Decision

The decision to close the Clubs after 5 p.m. because of severe weather will be made by the CEO. Staff members should contact their supervisors to find out their work status.

Probationary Periods

The Club has a 90-day probationary period for staff.

Policies Contained in Employee Handbook

The employee handbook issued to each employee upon hire contains detailed information on the following policies:

1. Performance Appraisal
2. Grievance Procedures
3. Disciplinary Process, including prohibited conduct related to:

- a. Types of Unacceptable Conduct
 - b. Negligence or Damage to Equipment or Property
 - c. Failure to Report Changes/Occurrences as defined in DCF 251
 - d. Attendance
 - e. Records and Reports
 - f. Use of Drugs/Alcohol during Work Hours
4. Forms of Discipline
 - a. Oral Warning
 - b. Written Warning
 - c. Suspension, and/or
 - d. Termination

Please refer to the Employee Handbook for additional information on these policies. Any policy changes that occur during the course of employment will be communicated to all staff by the Human Resources Officer. To receive an updated copy of the Employee Handbook, contact the Human Resources Officer.

Criminal Activity

Criminal History and Child Abuse Policy

In compliance with Wisconsin's "Caregiver Law," The Club conducts routine criminal background check investigations on all current employees and contractors who have or are expected to have regular and direct member contact. All applicants applying for a Caregiver position are required to complete a satisfactory Background check via the Department of Children and Families.

Once the background check is completed by the Department of Children and Families, BG CDC shall obtain approval from the Department of Children and Families that the individual is an approved caregiver. BG CDC will conduct Background checks on current employees and contractors. If a Caregiver or contractor has a conviction for a crime that appears on the Department of Health and Family Services' list of Crimes Affecting Eligibility, the Caregiver will be removed from a care giving position. Similar action may be taken for other criminal convictions, findings or licensure restrictions that The Club determines are substantially related to a Caregiver's position. If a Caregiver has a certificate of Rehabilitation Approval from the Department of Health and Family Services, The Club will consider the circumstances of the position in evaluating the situation.

BGCDC is committed to protecting the safety of its members. As professionals working with children, Club staff are mandated by state law to report incidents of child abuse and neglect in members with whom they work.

BGCDC supports the Caregiver Law, and requires all full and part-time staff to follow applicable procedures when warranted. Failure to comply with this policy may result in disciplinary action.

NOTIFICATION: *All employees subject to a caregiver check must notify their direct supervisor and Human Resources of any known convictions, pending charges, charges or other offenses which could potentially relate to the care of the children at center or activities in the center in writing by the next business day. The employee must explain, in writing, the facts and circumstances surrounding the arrest, charge, pending charge and/or conviction and send all written documents pertaining to such to Human Resources. For purposes of this policy, this requirement pertains to OWI and simple traffic violations involving police contact received for any employee authorized to transport children in care at the center. Failure to follow the above procedure will result in discipline, up to and including termination. The Center will notify the Department within 24 hours of any incident involving police contact and within the next business day for any known convictions, pending charges or other offenses.*

Caregiver Background Checks

Caregiver background checks are required prior to the completion of the hiring process with the Club and prior to any interaction with Members. Caregiver background checks are conducted for all staff that directly service children.

Registry Requirements

All employees working club locations licensed by the State to provide child care shall:

1. Have the minimum educational requirements upon hire or transfer into an affected position;
2. Acquire the necessary education required within three to six months of hire;
3. Provide up-to-date evidence of completion of a physical examination, tuberculosis test, background information disclosure form and other basic state requirements for employees having regular contact with children;
4. Get a Registry Certificate with the State of Wisconsin, if required for the position assumed; and
5. Complete any other requirements for their position as mandated by State statute DCF 251.

BGCDC will bear the cost of Registry applications and renewals. Employees should contact their Club Managers, who will coordinate payment for all required charges. Those who are renewing their Registry certificate must provide proof of any pertinent

continuing education/experience that may qualify them for a higher rating. Employees are required to use the Registry's on-line function to complete applications and/or renewals.

Failure to comply with these requirements in a timely manner will result in disciplinary action, up to and including termination.

Shaken Baby Syndrome Prevention Training

Employees at sites serving children under the age of five will be required to attend Shaken Baby Syndrome prevention training at a state-approved provider. Upon course completion, employees must supply Human Resources with a copy of the course certificate for inclusion in their personnel files.

Staff File

The Club maintains a personnel record for each employee at the Clubs' administrative service center and the local operating site. These files will be available only to authorized personnel. The personnel files will generally include the employee's employment application, college transcripts, references, performance appraisals and other pertinent information. For those employees working at a State licensed child care facility, their employee files will also contain updated health records, results of physicals, proof of regular background checks, current Registry certificate, proof of CPR/First Aid/AED training, proof of other continuing education and other documentation as required by state law.

Employees, or the employee's designated representative, may review and copy, at a nominal expense, their personnel and/or medical records upon their written request up to two (2) times in a calendar year. The Clubs will make such records available to the employee at a reasonable time and place within seven (7) working days after the request for inspection has been received.

Staff Termination Related to "Whistle Blowing"

The Boys & Girls Club of Dane County staff are encouraged to provide information to their supervisor or senior management regarding inappropriate actions that may include, but are not limited to, fraudulent behavior, actions that may endanger or harm children, or other potential criminal activity. Any information provided to supervisors or senior management is kept confidential; an employee cannot be terminated for reporting such behavior.

Job Opening Notification

When a position is available, The Club will generally notify employees of the vacancy. The Club may also contact the Boys & Girls Clubs of America and other employment services. To notify employees, The Club will broadcast the opening via BGCDC e-mail and post a job announcement at each operating unit. If interested, employees must apply for the job within five working days of posting. In most cases, The Club will give current employees first consideration, but The Club reserves the right to determine

which individual has the best credentials. Current employees must have been employed with the Clubs for at least six (6) months before applying or for vacancies within the organization, unless approved by the Club's President and CEO.

If the response to the internal search process has not generated enough qualified candidates, BG CDC's Human Resources Department will post the position in any or all of the following locations: the bgcdc.org web site; the BG CDC Facebook Page; local newspapers and other publications of record; job-exchange web sites such as Indeed; and through any other public venue deemed necessary in order to attract candidates suited for the position.

Terms of Employment

Employment relationships in the State of Wisconsin are governed by what is known as the "at-will" doctrine. The employment relationship can be severed at any time by either the employer or the employee for any or no reason. Under the at-will doctrine, employers have the ability to terminate the employment of employees for any reason so long as it is not an illegal one.

Wage / Salary Scale & Payroll

Employees will either be paid on an hourly or salaried (compensation is not adjusted up or down based on hours worked) basis. The Club will pay overtime to all hourly, non-exempt employees, at the rate of 1-1/2 times your current hourly rate for all hours worked over forty (40) hours in one work week. Overtime hours must be approved by the supervisor.

Positions exempt from overtime include those in the executive, administrative and professional areas compensated solely on a salaried basis. These positions are not eligible to receive overtime compensation or any additional compensation for work performed over forty (40) hours a week.

It is the Club's intention to pay its employees in accordance with federal and state wage and hour laws. If any employee has any questions concerning their pay status, s/he should contact Human Resources as soon as possible.

Current employees must be employed with The Club for at least six (6) months before applying for vacancies within the organization, unless approved by the Club's President and CEO.

Benefits

BG CDC provides a variety of benefits to employees, including health, vision and dental insurance for employees age 18 or older who regularly work thirty (30) hours or more per week.

Within the first week of employment, eligible employees will receive application/enrollment forms and an explanation of the benefits offered. For more detail

regarding benefits, refer to the employee handbook issued to each employee upon hire. It provides additional information on eligibility and terms of the following benefits:

1. Health, Dental and Vision Plans
2. Flexible Benefits Plan
3. Disability Benefits
4. Group Term Life Insurance
5. Retirement Plan
6. 403B Plan
7. Employee Assistance Program
8. Job Expenses
9. Opportunities for Professional Advancement
10. Professional Associations for Employees of the Boys & Girls Clubs
11. Employee Recognition Fund

Any policy changes that occur during the course of employment will be communicated to all staff by the Human Resources Department. To receive an updated copy of the Employee Handbook, contact the Human Resources Department.

Use of Drugs or Alcohol

Use of drugs or alcohol is strictly prohibited. BG CDC is committed to providing a drug-free workplace and will conform to the requirements of the Drug-Free Workplace Act and all laws pertaining to alcohol and drug use in the workplace.

Any employee who reports to work under the influence of alcohol, or under the influence or in possession of any controlled substances or narcotics (the use, possession, purchase or sale of which is unlawful by statute), or other non-prescribed medications shall be subject to discipline, up to and including dismissal. Employees are prohibited from buying, selling, distributing, manufacturing, possessing or using alcohol or controlled substances while on duty or on property that is used by The Club, including the parking lot and nearby areas.

BG CDC reserves the right to request any employee to undergo a drug and/or alcohol test if it has reasonable suspicion to believe that the employee has taken and/or is under the influence of drugs and/or alcohol, as determined by The Club. Reasonable suspicion can be based on the employee's appearance, behavior, work performance, work place accident, speech, conduct, or any other basis which causes a concern. Physician-prescribed medications are permitted, provided they do not adversely affect job performance or the safety of the employee or other individuals in the workplace.

All employees may be required to submit to drug and alcohol tests at any time during their employment and as required by law. Any employee who refuses to submit to a drug and alcohol test or otherwise tampers with it being accomplished will be considered to have violated this policy and be terminated. Any employee who tests positive for the presence of alcohol or drugs may be subject to discipline up to and including discharge.

All employees must notify their direct supervisor and the Club's Human Resources Officer in writing of any conviction of any drug-related offense no later than five calendar days after such conviction.

For a complete description of the regulations and procedures regarding drug and alcohol use, refer to the Employee Handbook.

Smoking

Smoking in or around club facilities is not permitted. Employees are not permitted to smoke when members are present under any circumstances.

Dress Code

All employees are expected to dress in appropriate attire and must be prepared to carry out the activities of the day while at work. For specific information on the employee dress code, refer to the Employee Handbook. Any staff member who is dressed inappropriately as determined by Club Management who will be asked to leave work and change into appropriate attire.

Parent Communication Procedures

Employees should communicate with families upon pick-up or drop-off regarding any pertinent information about the child's well-being. For communication of policies and/or other information required by law, the employee should check with a supervisor about the best way and most appropriate person to speak with the parent. If parents ask to speak to the supervisor, employees should politely refer parents to their superiors.

Parking

Adequate parking for employees is generally provided at all Club locations. The Club will ensure that all parking areas are maintained and properly lighted.

Meals with Children

In order to promote socialization, staff will sit with children during mealtime. Employees who supervise meal or snack times at The Club will make sure that all food is consumed and/or discarded after use in accordance with State laws.

Guidelines on Staff/Member Relationships

The essence of The Club's mission is to support young people as they develop and build values, skills and self-esteem. Employees are employed or volunteer to carry out that mission. They are expected to perform their job responsibilities at all times in a professional manner. Any employee who acts inappropriately in the presence of or toward a Club member, co-worker, or management is subject to discipline, up to and including immediate termination.

Required Work Practices and Behaviors

- Respect members and their property.
- Never leave your area or members unattended without adult supervision.
- Resist close relationships with individual members that may result in the exclusion of other members.
- Treat all members by the same standards.
- Know the difference between being a “role model” for young people and being a young person’s buddy – YOU ARE NOT THEIR FRIEND, YOU ARE THEIR MENTOR.
- Do not have any contact or relationships with a member outside of the workplace which is not sanctioned by the member’s parents/guardian, including visits, letters, and phone calls.
- Do not engage in any sexual relationship or have any sexual contact with members. Sexual relations with a member is not only illegal but it is also a serious violation of these guidelines and will result in immediate dismissal. We will also pursue criminal prosecution.
- Do not use foul or abusive language.
- Report to work free of the influence of alcohol or illegal drugs.
- Do not give or sell illegal drugs or alcohol to members, or in any way condone or support illegal drug or alcohol use by members.
- Refrain from smoking in Club facilities or in the presence of members.
- Do not use personal vehicles to transport members unless in an emergency.
- Confront racist and sexist behavior and comments directly and assertively.
- Develop activity plans & implement activities as scheduled, which includes following procedures on obtaining and using permission slips.
- Use male and/or female leadership groups as appropriate.
- Understand that behavior that gives the appearance of being inappropriate is as damaging as inappropriate behavior itself.

- Conduct yourself with dignity and take satisfaction in doing a good job. That means following through on promises made in the delivery of a program to members.
- Take extreme care in providing for health and safety of members and confront any illegal conduct by members.
- Avoid a conflict of interest situation.
- Report child abuse to the proper authorities as mandated by law.
- Strive to be a positive role model for young people by showing respect for others in relationships with staff, members, and parents and realize what a significant impact you have on the lives of members.

Firearms and Weapons

The Club strictly prohibits weapons of any type on property where it performs its services and at any company-sponsored events. This policy applies to all employees, members, visitors, customers and vendors. This includes visible or concealed weapons, even those for which the owner has a valid permit. Any form of weapon or explosive that is illegal under federal, state or local laws is strictly prohibited, including all firearms, knives, explosive devices or other objects that could be used to threaten, harass, intimidate, injure or cause harm to another individual.