



**BOYS & GIRLS CLUB
OF RUTLAND COUNTY**

**Family Handbook
2024-25**

Contact Information

Rutland: **802-747-4944 or 802-772-5517**

Orwell: **802-772-5519**

Castleton: **802-772-5557**

Fair Haven: 802-772-5501

Rutland Town: 802-772-5551

Benson: **802-772-5516**

Poultney: 802-287-5212

West Rutland: 802-770-0470

Proctor: 802-770-0514

Wells: 802-353-4790

Middletown Springs: 802-353-9485

Neshobe: 802-353-7943

Lothrop: 802-353-4387

Nicole Rice - Executive Director

Iris Hudson – Director of Finance

Malik Hines – Director of Operations

Office:

75-77 Merchants Row

PO Box 636

Rutland, VT 05702

www.rutlandbgclub.org

WELCOME to the Boys & Girls Club of Rutland County. We are excited to have your child be a part of our program. We hope that this handbook will inform your family of Club policies that allow us to fulfill our mission: **To inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible, and caring citizens.**

CLUB’S PHILOSOPHY: Our goal is to provide every child with the essential tools needed for a successful and bright future. Our Boys & Girls Club provides a safe place to learn and grow; ongoing relationships with caring, adult professionals; life-enhancing programs and character development experience; and a sense of hope and opportunity. The Club's programs and services promote and enhance the development of children by instilling a sense of competence, usefulness, belonging and influence. The Boys & Girls Club addresses all these elements in our Five Core Program Areas: Character & Leadership Development; Education & Career Development; Health & Life Skills; The Fine Arts; and Sports, Fitness and Recreation.

CLUB HOURS: The Club is open Monday through Friday from 2:30 pm to 6:30 pm for all slate valley schools and our Rutland city site, and for the GRCSU sites they closes at 5:30pm. Rutland City Will be open on school vacation days 7:30 am – 5:30 pm, times vary.

SNOW DAY/SCHOOL CLOSING POLICY: If any of the school districts we serve are closed due to weather, then the Club(s) who serve those schools are closed for the day as well. However, we reserve the right to close the Club on other days if we believe weather conditions are unfavorable. Every effort is made to ensure that the youth are

made aware of the Club closure for a Snow Day. If the Club decides to close early due to inclement weather, the youth will be informed as soon as they arrive so they can make appropriate arrangements.

LOCATIONS:

BGC of Rutland City
75 Merchants Row
Rutland VT 05701

BGC at Castleton
263 Elementary School Road
Bomoseen VT 05732

BGC at Orwell
494 Main Street
Orwell VT 05760

BGC at Fair Haven
115 North Main Street
Fair Haven VT 05743

BGC at Rutland Town
1612 Post Road
Rutland VT 05701

BGC at Benson
32 School St.
Benson, VT 05743

BGC at Poultney
96 School Cir,
Poultney, VT 05764

BGC at wells
135 VT-30, Wells, VT 05774

BGC at Middletown Sprgs
15 School House Rd, Middletown

BGC at Proctor
14 school st,
Proctor, VT 05765

Springs, VT 05757
BGC at West Rutland
713 main st West Rutland
VT, 05777

BGC at Neshobe school
17 Neshobe Cir. Brandon VT, 05733

BGC at Lothrop elementary school
3447 US-7, Pittsford, VT 05763

PROGRAM STAFF: Our staff are qualified, experienced youth development professionals. Feel free to read more about the Staff at our website: www.rutlandbgclub.org. Our programs does not allow any employees who does not pass our background check to be able to work for our organization. All staff must be qualified to be present in our program by Vermont after school licensing regulations. All community members, volunteers, and jr. staff that enter the boys and girls club will not be out of sight of a program staff, and if they are coming consistently then they will be required to submit a background check. This is to inform parents that anyone's behavior, including their own, can result in them being prohibited at the program.

MEMBERSHIP: To become a Boys & Girls Club member, a membership form must be filled out and signed by a parent/guardian and a copy of their up to date immunization records are required. Other required documentation may be required for membership. All membership information is confidential and only accessible to staff, or parents/guardians. Parents must fill out a medical form with pertinent medical information and instructions needed to keep the child safe and to specify special needs the child may have. A doctor's order may be required if special care and/ or assistance is required for your child. Medical plans will be written up as needed and placed in the onsite record for staff members to refer to as needed.

CHILDCARE ACTIVITIES: School Year programs run from the start of the school year until the end of the school year, starting for youth aged 5 to age 12 except for Rutland city which is 5-15 years old. Registered members can attend any combination of days, though be aware that **if we reach capacity at any of our sites we will have to refuse entry.** The Club is open for childcare activities Monday through Friday from 2:30-6:30pm or 5:30pm depending on the site you are at. We serve snacks and dinner daily. Members are grouped (often by age) for activities such as field games outside, games in the gym, arts & crafts, and games room games, as well as STEM and other educational programs. We will also have monthly parent nights where all families will be invited to celebrate our kids and everything they have been working on that month.

Swimming Activities: All swimmers must bring a bathing suit and towel to the Club. All members must obey the pool/beach rules which are strictly enforced by the lifeguards. Swimming privileges will be revoked by the lifeguards at their discretion. Failure to comply with the rules could result in temporary or permanent suspension of swimming activities and or disciplinary action from the program director. Our lifeguards have the final say with regards to all swimming activities.

These sites are licensed programs. Licensing regulations can be found at the following website: <http://dcf.vermont.gov/cdd> or a copy of the licensing book can be found on our sign in desk.

Any complaints regarding the welfare of children should be made to the childcare consumer line at 1-800-649-2642 or can be filed online using the bright futures information system.

PAYMENT FOR LICENSED CHILDCARE: We charge \$371 for a single week of childcare for Boys & Girls Club members who come for 26 hours or more & \$204 for a week 25 hours or less. The actual cost for a single week of childcare is closer to \$400 for over 25 hours and about \$250 for 25 hours or less, but the Boys & Girls Club scholarships helps each member in need. It also helps us fulfill our mission of making quality childcare as accessible to as many youths as possible. We also offer a special daily rate for families who need support, which you can get more information from Malik Hines (Director of operations) or the area director of the site. We will never turn a child away due to inability to pay.

Payment for childcare time is due for the previous two week on Monday. A bill for the upcoming two weeks will be sent out the Friday before its due on Monday. Please tell us if you need more time to pay as soon as possible. (Scholarships are available, but the process takes time.)

We require at least one week's notice for cancellation of childcare dates that you have preregistered for. You will be charged for cancellations made less than one week before from the date because we reserve your child's space ahead of time. If you cancel with at least one week's notice, standard procedure is to give you a credit for that day on your next bill.

FAMILY DISCOUNTS: If you are paying full price, please ask your site Director about a discount for additional family members. Typically, a second child in the program is half-price, with the third child and beyond at a further reduced price half off as well.

SCHOLARSHIPS & CHILDCARE SUBSIDY: We realize that some families may not be able to afford our childcare rates. Additional limited, need-based scholarships are available. We also accept the childcare resource subsidy for those who qualify. To qualify for a need-based scholarship, families must first apply for the childcare subsidy through VAC. Please speak with Malik Hines or site Director for more information regarding the childcare subsidy. Scholarships are on a first-come, first-serve basis, so please ask or sign up as early as possible.

ACCEPTANCE ENROLLMENT POLICY: The Club's school year childcare program is offered to children aged 5-15 for our Rutland location and our other locations are 5-12 years old. Enrollment is capped at the max capacity for each site. Our normal staff to child ratio is 1:10, though with volunteers and support staff the ratio is usually smaller than that. Modifications of these programs to accommodate the needs of people with disabilities, including assignment of additional staff, may be made where such modifications are reasonable and necessary, and do not result in an undue burden on the Club. Results for modification or auxiliary aids should be made as far in advance as possible. The Club's programs aim to provide for the safety, well-being, development and success of each child enrolled. For this reason, the Club has set forth the following policy which must be adhered to and supported.

NOTICE OF NONDISCRIMINATION: In accordance with all relevant laws and regulations, the Boys & Girls of Rutland County does not discriminate on the basis of race, color, national origin, handicap, age, or sex, in admission or access to, or treatment or employment in, its programs and activities.

PARENT/STAFF COMMUNICATION: Good communication between parents and their child's caregivers is essential to provide the best possible care for each child. The format of communication may be formal or informal. **It is vital that you inform us of changes in your child's life that may affect behavior.** Changes at home include moving, hospitalization of a sibling or parents, alterations in the parents' relationship, or a death in the family. Home issues influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. **In addition, always notify Club Staff as soon as possible with any updates in address, phone numbers, emergency contact or physician prescribed medications. We will be following the schools' closures so that we can stay consistent with all locations. We will notify**

families through ProCare and the schools will put out information as well. We will message on procare, and call for any general emergency situation.

Parent Involvement: Parents and caregivers are an important part of the program and are encouraged to drop in to visit, sign up to volunteer, to attend events the children may offer and to attend parent events. Parent/caregiver events are scheduled throughout the year. Additionally, surveys seeking parent/caregiver input and children's opinions are conducted at the end of each program session (school year and summer). Surveys are also completed annually soliciting feedback from the host school personnel, such as principals and teachers.

Required Immediate Reporting: Club staff and volunteers are all mandated reporters and are required to report any critical incident/safety concern to local authorities immediately. This would include any suspected abuse and or neglect. We are also required to report any critical incident to Boys & Girls Clubs of America within 24 hours. Each Director or Staff in charge is required to advise the department of children and families and the family services division. If a parent is making a complaint about the club, they should report to the director and then DCF child development division and if they would like to make a report about a child then they should go to DCF family services.

RESPECT: The Boys & Girls Club would like to create a community of caring, responsible, and respectful youth. It is our belief that children are never to be embarrassed in front of others. When discipline is required, it is done in private between child and staff. It is not our goal to bring attention to negative behavior. Our goal is to respect each child in our program, even those who may require positive discipline. The Club will do all we can to ensure that the environment at the Club is one in which staff and youth feel safe and respected. Any child who continuously shows a lack of respect for others through their words or actions may be asked to leave the program. We ask parents to work with us in ensuring that each child understands the importance of mutual respect and that this policy is for their benefit, as well as for the benefit of others. We promote a climate of mutual respect and dignity, students to student, student to staff, and staff to student, as well as parent- staff- student by appreciating the ideas and interests of others.

DISCIPLINE POLICY AND PROCEDURES: The Boys and Girls Club of Rutland County's primary goal is to help youth develop life-long skills to grow into healthy adults, and our corrective action policy reflects that goal. Below, you will find that policy outlined.

Our initial step is to give students a "verbal warning". This warning provides student an opportunity to address the behavior before it escalates further. The member will be asked to step out of the activity they were engaging in while staff privately addresses the behavior in a calm and concise manner, before allowing them to re-engage with the activity.

Should the member express the need for additional space from the activity, or should staff deem it inappropriate for the student to rejoin, they will be provided a quiet space to self-regulate their behavior - with a staff on standby in case they need assistance. At pick-up, staff will inform the parent or guardian about the verbal warning and discuss if there are any further actions that need to be taken. Members may receive up to three verbal warnings in a day before it is escalated to a written warning.

Should the behavior continue, staff will determine if a written warning is necessary. A written warning is a document that will be sent home with a student and will need to be signed by a parent or guardian. The document will convey the context in which the written warning was given, and any additional notes on the behavioral challenges that could not be appropriately addressed. Staff will inform the parent or guardian at pick-up of the written warning and deliver the document to them so that they may review and sign it.

After a member receives a verbal and written warning, the next step is to have the student engage in a "corrective action day". In essence, the member can remain at the program, but will be removed from normally scheduled

activities. Instead, they will be offered a quiet space away from the group, where they can either read, draw or color until they are picked up. They will still be provided any meals, including snack.

Participating in a corrective action day will mean that the member will also lose out on any special events planned for that week: including family nights, field trips or community projects. Depending on the magnitude of the original transgression, the student may be suspended for the following day too.

Suspension may also occur in place of the corrective action day if a member is at extreme risk to themselves or others. In the event of a suspension, the parent or guardian must come to pick up their student as soon as possible.

The Club believes that discipline should always be a learning experience, not a humiliating one. One of the goals of the Boys & Girls Club is to turn negative, destructive behaviors into positive, productive outcomes. It is our goal to have all youth learn and practice conflict resolution skills, work together to resolve their differences, and develop positive alternatives to bickering, bullying and fighting. The Club's policies and procedures are based on professional youth development research. Given that there is a wide spectrum of approaches and philosophies to child development, the Club recognizes that our practices and policies may be different than parents' or guardians'. While children are in the care of the Club, we expect parents and guardians to support our efforts. Should disagreements arise, the Club will make every effort to work with members and families to resolve these differences. However, should these differences prove irreconcilable, it may be the Club's recommendation that other services be sought that better fit their child's needs or are more aligned with the family's beliefs.

Many discipline problems can be avoided if preventative discipline is incorporated into the program. Preventative discipline involves rules, informing children of the consequences of their choices, follow through, consistency, and redirection.

The Club's discipline policy encompasses safety and respect – safety of oneself and those around him/her, and respect of other people and their property as well as materials and equipment. Whenever possible, our members will discuss and help develop our rules. Rules will be few and written in a positive manner. Rules will be posted in an appropriate area so that new children can be consistent in following them. **Members and parents should understand that repeated violation of established rules could result in loss of membership where no refund of membership dues will be granted.**

CLUB RULES:

- Respect the rights of others (members, staff, volunteers, community).
- Do not destroy or steal Club/community property.
- Treat others as you wish to be treated.
- Help keep our Club safe.
- Make smart and positive choices and have fun!

If your child receives a corrective action day or a suspension, every effort will be made to contact you concerning your child's behavior. If they do not have written permission to walk home and cannot be picked up promptly, they will be supervised in the Unit Director's or the Executive Director's Office until alternate arrangements can be made.

Certain offenses may warrant **an automatic corrective action day**, without prior warnings. The following are of such a serious nature that youth who exhibit these behaviors may be asked to leave the Club immediately:

- Gross Disrespect to staff, other youth, or members of the community.
- Pushing, shoving, or other aggressive physical contact.

Also, the Club will **automatically give two a two day, mandatory suspensions** and will be required to be **immediately removed** from the Club for one week for the following:

- Physical Violence/Fighting
- Possession of Drugs, Alcohol or Tobacco
- Possession of Weapons (of any sort)
- Community Disturbances, both inside or outside the Club

Youth may earn back a **Strike** with **One Month Strike-Free** behavior. This allows youth to restore their good standing in the Club with positive behaviors.

CONTRACTS: After a Third Strike suspension for one month, youth are invited to return to Club under a contractual basis. The staff of the Boys & Girls Club will make every effort to integrate your child back into the daily life of the Club by working with you and your child on developing a contract for your child to follow once their suspension is over. The contract is a way for youth be made aware of staff expectations and commit to positive behaviors while at the Boys & Girls Club. After one further month of strike-free and positive behaviors, youth under contract may have some or all of their Club-time privileges restored.

NON-NEGOTIABLE/OR IMMEDIATE SUSPENSION: The Club may take immediate steps to suspend a member or terminate a membership if we deem that behavior was serious enough, that the child was aware of the consequences of such behavior, and/or that the child's behavior puts themselves of others at risk.

Religious Activities Policy: Our Boys & Girls Clubs does not promote or facilitate religious activities regardless of where the program is housed. From time to time, however, we will expose children to diverse cultural experiences that may have religious overtones. Children will not be required to participate in any of these activities and alternate activities will be provided upon request. Please note your family religious preferences on the registration form. Boys & Girls Clubs allow children to feel comfortable expressing their own religious beliefs and practices without staff promoting their own beliefs.

CLUB SEARCH POLICY: To provide youth with a safe environment, the Boys & Girls Club of Rutland County reserves the right to search for any individual that enters the building as well as their belongings. If anyone should refuse, staff reserves the right to call parents to ask them to pick up their child as soon as possible.

Pest Management Policy: The following pest have historically and/ or currently been a problem at many Boys and Girls Clubs:

- Ants
- Rats & mice

Our organization IPM approach to managing indoor pest includes the following actions:

-School Pest Description

- Small ants are periodically found in program rooms

-School Pest Location Details

- Ants-some program rooms

-School pest Activity

- If we see 1, we take action, we use the concept for everyone we see, there are many we may not see.

-Monitoring/Inspection

- Monitoring for mice happens monthly Throughout the year. We use sticky strips and bait stations to track activity. Monitoring for ants is less formal and is addressed when discovered.

-Eliminated sources of Food and water

- We are educating our children and staff on the importance of cleaning up after themselves, not leaving food in desks, Bleachers, etc.

-Elimination of shelter and harborage

- We are in the process of re-organization our storage area. This will include the disposal of many items we stored for use post pandemic

-Nonchemical controls

- We have traps and bait stations available when needed

Smoking policy: Boys & Girls Club of Rutland County will comply with all applicable federal, state, and local regulations regarding non-smoking in the workplace in order to provide a work environment that promotes productivity and the well-being of its employees. Smoking in the workplace can adversely affect members, employees, and volunteers. Accordingly, smoking is restricted at all our facilities. Smoking is defined to include the use of any tobacco-containing products, including cigarettes, cigars, and pipes, as well as the use of electronic cigarettes (e-cigarettes) and vaporizers. Smoking is prohibited at all Boys & Girls Clubs properties except for external areas where it is specifically authorized. The smoking policy applies to employees, volunteers, and members while on Club premises or during Club activities (on or off site).

CHILDCARE ENVIRONMENT AND ATTENDANCE: The Boys & Girls Club Licensed Childcare program is a highly structured program. **Children are not allowed to come and go as they please.** Upon arrival the children are required to sign in on paper and through Procure. With parental permission, your child may sign out at the time you designate. If your child will not be attending part or all day, it is the parent's responsibility to communicate this to Club staff members as soon as they know. (For example, should your child have a doctor's appointment and miss the first hour of Club, please let us know when you pick them up on the day before.) If your children's attendance becomes sporadic without significant reason, their placement in the program may be jeopardized.

PICK-UP: Because our staff members work very hard each and every day and are only on payroll until 6:30pm, **all children must be picked-up at or before 6:30pm or 530pm depending on site.** If, for any reason, a parent/guardian is not able to pick-up the youth by close, the parent should call the Club at least 30 minutes before closing and inform a Staff Member of alternate arrangements. If the parent/guardian has made arrangements for another person to provide pick up, the parent must notify the Club of this change in person, by phone or by note. If a child is not picked up by close, staff will call the emergency contact number. If the emergency contact number(s) cannot be reached, we reserve the right to contact the Police Department. Out of respect for our Staff, we have adopted the following tardiness policy:

1. Parents will be charged a Late Pick-Up Charge of \$5 per child every 10 minutes past 6:30pm (according to the clock on the Front Desk computer).
2. Youth will not be allowed back into Club until the Late Pick-Up Charge has been paid.
3. There will be no exceptions or warnings. If you are late for whatever reason a late charge will be issued. A "no exceptions" policy makes it easier for us to apply the late policy to everyone consistently and fairly. We do not want any parent to receive special treatment or favors whereas other parents may not.

If you give your child permission to walk home at the end of the night, it must be in person, by phone, or in writing (signed and dated). Parents/Guardians must give staff advance notice if someone other than the designated pick-up parties will be there to retrieve the member. Acceptable forms of notice are phone calls, in person communication or in writing with the date of pickup and the party's full name.

All guardians and parents will be asked to present their ID at the first pickup and will have it confirmed against the persons listed on the authorized pick-up section of the application.

All Boys and Girls club staff are required to complete a background check through CDD. Boys and girls club will exclude persons whose background check has determined them as prohibited.

EMERGENCY PROCEDURES:

FOOD RELATED EMERGENCY:

1. Allergic reaction/Anaphylactic Shock
 - a. All prospective members must disclose any allergies on our application.
 - b. Every effort will be made to accommodate the member so that they are not exposed. Any children with food sensitivities or allergies shall be offered an alternative snack. All Clubs do not allow any tree-nuts, or shellfish inside the

building. Parents of members with severe allergies must supply the Club with an EpiPen to be stored in the Club first aid kit.

- c. Staff will sanitize any surfaces used for eating or preparing food to prevent cross contamination.
- d. If a member is exposed to an allergen, they will be removed from the space immediately. A staff member will monitor them for symptoms of an allergic reaction for no less than an hour.
- e. All staff and volunteers should be aware of a child's food allergy and the emergency steps that should be taken.
- f. We will require any children with allergies to provide us with a special care plan from the Child's health care provider that should be readily available and describe steps to take in case of an exposure.
- g. If a severe reaction occurs, the staff will take the following steps:
 - i. Administer epinephrine to the member using the EpiPen
 - ii. Call 9-11
 - iii. Call the parent or guardian
 - iv. The Unit Director will attend to the child and go with them to the hospital if the parent or guardian is delayed.

INJURY: If a child is injured, the Executive Director or Unit Director will take whatever steps necessary to obtain emergency medical care. These steps include, but are not limited to, the following:

1. Attempts to contact the parent or guardian.
2. Attempts to contact a parent through the emergency contact person(s).

If we cannot contact the parent/guardian, or if the situation warrants, we will do one of the following:

1. Call 9-1-1.
2. Have the child taken to an emergency hospital in the company of staff, with Club membership form listing parent/guardian contact information and medical conditions.

MISSING CHILD PROCEDURE: If a child is not in attendance and that is still checked in, staff will take the following action:

1. All members will be brought together for special attendance, while other staff searches the immediate area for the child. Regular Club programming will be suspended until the child's whereabouts are ascertained.
2. Staff will check phone and mailbox messages to see if a parent has notified the Club of their child's absence.
3. If there are no messages and the child's whereabouts have not been determined, staff will immediately call the Police, then parents, and finally the division. If parents cannot be reached, all other emergency contact names will be called.
4. Steps 1-3 will be repeated until the whereabouts of the missing child are discovered.

Evacuation Procedure: In case of a need to evacuate the building (fire, natural disaster, etc.), staff will take the following action:

1. Activate fire alarm. Call 911.
2. All members will be instructed to stay calm, line up, stay quiet, and follow a lead staff out of the facility, according to the directives of the specific room or area they occupy.
3. Staff will lead members to a predesignated safe area outside the building **no less than fifty feet from the closest exit.**
 - Designated meeting places
 - Rutland - Asa Blommer building
 - Rutland Town – The large soccer field beyond the playground or Large grass area in front cafe
 - Fair Haven - Large field in the back of school
 - Castleton - Across the field to the baseball field
 - Orwell – In front of the First Congregational Church & Society of Orwell
 - Benson – To the cafeteria-side basketball court
 - Poultney- go from the library to lobby then outside to middle circle in front of the school. There are multiple exits you can take in case exits are blocked off.
 - Proctor- Meet outside in the front of the building on the sidewalk as far down close to the house on the corner
 - West Rutland- Meet by the gazebo out front of the school by the playground and fields
 - Wells- In the wood chips area in the very front of the school
 - Middletown Springs- onside the school on the fields the other side of the playground
 - Lothrop- Leave through the closest exit door and make our way to the field by the playground
 - Neshobe- get outside and go right to the playground
4. If available, one staff will go on watch for first responders to arrive to direct them toward the problem. Attendance will be taken to ensure that all children are accounted for.
5. The Unit Director will quickly walk through the Club to ensure all people have evacuated the facility. The Unit Director or staff in charge will also retrieve contact information for parents if the situation allows. If we are not permitted to enter back into the building all sites have a club cell phone with all parent emergency contact information. The staff in charge will also have a binder of all emergency contact information.
6. The Unit Director will be responsible for ensuring that all staff, students, and volunteers are accounted for throughout the situation.
7. Once members are all safely removed from potential danger, staff will notify parents with a text and a call.

Lock Down/ Shelter in place Procedure: Staff will take the following action:

1. The Unit Director declares a lock down.

2. Members will remain in their areas, move away from any doors or windows, attempt to be out of a direct line of sight of any potential intruder and remain quiet.
3. Doors to program areas are locked where possible.
4. Unit Director calls 911.
5. The Unit Director will be responsible for ensuring that all staff, students and volunteers are accounted for throughout the situation.
6. All members and staff remain in place until authorities arrive and/or the situation becomes safe.
7. We will have necessities go bag with some shelf stable food, water, and other safety supplies

Reunification plan:

In the event of an emergency where club members are relocated or in lock down, Parents will be notified of the location to pick up their child. Reunification will be coordinated by the Boys and Girls club staff and emergency personnel. Parents will be reunited with the child as quickly as possible. Please bring Identification with you to speed up the reunification process. Each Site might have a different location depending on if their normal evacuation spot is compromised. Our form of transportation will be our feet to any evacuation point.

Suspicious Package: Staff will take the following action:

Any unmarked, unknown, unidentified packages, containers, bags left unattended left outside a unit door or in other areas someone could have left it need to be left alone. If the item cannot be identified or its appearance remains unknown the unit director should call 911.

SEVERE THUNDERSTORM / TORNADO

We should be notified by the National Weather Service in the event of severe weather (severe thunderstorm, tornado, earthquake, etc.). Staff should begin taking all members to designated Tornado Shelter Areas within the building. Once in a Tornado Shelter Area, all members are to assume a kneeling position against a wall, head down, with hands covering their head. Everyone is to stay in the Tornado Shelter Area until the Unit Director gives the all clear.

Procedures

- Monitor Severe Weather Watch situation on the radio / TV
- Stay away from glass windows and doors
- During a Severe Weather Warning occupants should proceed to a designated Tornado Shelter Area of the building and assume a kneeling position against a wall, head down, hands covering head
- Members should not be permitted to go on field trips during a watch or warning

Roles

Unit Director (or staff in charge)

- Assure all exits are closed
- Check toilets, lockers, storage and other non-program space for members or staff
- Access damage if any
- Complete or verify completed Incident Report

Staff

- Move members to a designated Tornado Shelter Area
- Stay with members, keep group contained
- Attempt to account for all members
- Follow supervisor instructions

EARTHQUAKE

Procedures

All occupants should proceed to a designated Tornado Shelter Area of the building and assume a kneeling position against a wall, head down, hands covering head

Stay inside during the earthquake to avoid objects falling on you while you try to leave the building

Prepare for aftershocks

IMMUNIZATION: For licensed child care participants, all youth must have an immunization report form on file which is completed (showing types and dates of immunizations), dated and signed by a physician licensed to practice medicine or osteopathy which attests that the child has been immunized in accordance with the schedule of immunization determined by the Vermont Department of Health, or a filled out official exemption form in place of immunization records.

ADMINISTERING MEDICATION: We will only administer medication with written consent and a written out medication administration form, that is kept in every kids file. All medications will be in the possession of a staff in the first aid kit and immediately available to the owner of the medication.

ILLNESS: For safety reasons, children may not take part in Club programs when they have a contagious illness, a high fever, vomiting, diarrhea or a bad cold. Parents will be called to come, and get their child if s/he exhibits any of these symptoms. Children who have runny noses or slight coughs, but are otherwise fine, may attend the program. Unless prior arrangements are made by a parent/guardian, if a child does not attend school s/he for any reason is not allowed to attend the program for that day. Check out appendix A to see our signs and symptoms of illness chart. (If your child has a mentor through the Club, they are still able to stop by the Club, but only to meet with their mentor.)

HEAD LICE: The Club makes every effort to reduce the risk and exposure of its members to head lice. We thoroughly clean the building each day and do our best to minimize physical contact between children. Additionally, we provide head checks for every child periodically through the school year program. If a child is discovered to have lice or nits, the family will be asked to get the child and treat the child's head, personal belonging, and home environment. **The child's head will need to be checked by a staff member and be lice/nit free before returning to the program.**

TECHNOLOGY POLICY:

PURPOSE OF TECHNOLOGY USE

The Boys & Girls Club of Rutland County has limited the use of technology to educational enhancement, career exploration/development, and independent scholastic research on appropriate topics.

The network for the Club is not available for public access or a public forum. The Clubs have a right to place reasonable restrictions on the material members access or display through the network. Members are expected to behave according to the Code of Conduct when using the network or participating in technology-related activities. Members may not use the network for commercial purposes. Therefore, members are not allowed to offer for sale any product or service or purchase any item through the network.

Members are not allowed to use the network for political lobbying, but you may use the system to communicate with elected representatives and to express political viewpoints in a manner acceptable to the Code of Conduct.

Movie policy: Written parental permission from all parents shall be required for each child to view PG- Rated movies shown in the program.

UNACCEPTABLE USES OF TECHNOLOGY

Safety Measures

Members are not allowed to provide or distribute personal information about themselves or others through the network. This information includes, but is not limited to, school, work, cell, or home phone numbers or addresses. Members are only allowed to provide email addresses when requesting information for scholastic endeavors or setting up accounts for a game.

Members are not allowed to meet with someone they have met online without parental approval. The Clubs request that a parent/guardian accompanies Club members if they should choose to meet an individual encountered online.

Club members are to promptly tell a Club staff or adult volunteer any message that they receive that is inappropriate or makes them feel uncomfortable.

Illegal Activities

Members will not attempt to gain access to the Club server, or to any other computer system through our network. This includes attempting to log on through any person's or administration account or attempt to access another person's files. These actions are illegal, even if only for the purposes of "browsing."

Members will not make deliberate attempts to disrupt or destroy the computer system, data, or any equipment within the Club. This includes spreading computer viruses or removing software from computers.

Members will not use the network to engage in any illegal activities, including but not limited to, arranging for the purchase or sale of drugs or alcohol, engaging in criminal activity, or threatening the safety of another person.

Inappropriate Language

Restrictions against inappropriate language apply to public or private messages or any material posted on web pages.

Members will follow the Code of Conduct and will not use any form of communication that is disrespectful or threatening. This includes written, verbal, or sign language, photographs, videos, representations, diagrams, or any other form of communication.

Members will not post information that could cause damage or danger of disruption.

Members will not engage in personal attacks, including prejudicial or discriminatory attacks.

Members will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If members are told by a person to stop sending him/her messages, they must stop.

Members will not knowingly, or recklessly, post false or defamatory information about a person or organization.

Respect for Privacy

Members will respect the privacy of others and not attempt to access any information from another person. Members will not post any personal information about any individual. Members may not resend any messages previously sent to them without prior written permission from that individual.

Plagiarism and Copyrighting Materials

Members may not copy information from the Internet or any individual and use this work for their own. Members must also be careful about copyright infringement and not copy material if it is protected by copyright without proper authorization.

Inappropriately Accessing Material

Members are not allowed to access any material that violates the Boys & Girls Clubs of Rutland County Code of Conduct. Therefore, any information, materials, or websites that are disrespectful, obscene, pornographic, advocates illegal, violent, or discriminatory acts are not allowed. If members accidentally access inappropriate information, they must immediately tell the Computer Lab Instructor to protect themselves against a claim that they intentionally violated the policy.

Parents/guardians must instruct Club staff if there is additional material that they feel is inappropriate for their children to access. The Boys & Girls Clubs of Rutland County expect members to follow parental instruction regarding use of technology.

MEMBER RIGHTS

The Boys & Girls Clubs of Rutland County reserve the right to regulate the use of the network within the Clubs and will determine the validity of educational purposes. The Clubs will not restrict the speech of members on the basis of disagreement of opinion. Members will only have limited privacy of their personal files on the network. Club staff has the right to search individual files if there is reasonable suspicion or doubt that a member has violated these guidelines set forth, the Boys & Girls Clubs of Rutland County Code of Conduct, or the law. At any time, parents or guardians may restrict club members' use of technology and/or the Internet.

Confidentiality

Records and information are kept confidential within the program. When student data is necessary for reporting purposes for grants or other entities, identifiable student information is removed. Information sharing occurs as needed between the host school and the Boys & Girls Club of Rutland County

DISCIPLINARY ACTIONS

Members who violate the Technology Policy for Club Members will be denied future use of the Internet and technology equipment and privileges for a period of time determined by the Unit Director.

PHONES: In case of emergency, a staff member will call home. Phone calls to Club members will be accepted from parents, guardians, or family members only. Peers of Club members may leave messages but will not be able to use the Club's phones to talk to Club members in the building. Members are allowed cell phones but are asked to keep conversations to a minimum while at the Club. Additionally, Club members are not allowed to share cell phones with other members. Staff members recognize that many parents/guardians use cell phones to keep in contact with their child throughout the day. However, we ask our members to be respectful of others around them and interact with Club staff and Club members as often as possible. The Club phone located at the Front Desk is only to be used to call for picked up or in case of emergencies. Plans to leave the Club with friends should be arranged before arriving at the Club and are not to be scheduled using the Club phone. Abuse of cell phones rules could result in a phone being confiscated for the day. In the result of confiscation, cell phones will be returned when the child signs out for the day.

VISITORS: All visitors, including parents, volunteers, mentors, and board members, are required to check in at the Front Desk upon arrival. Visitors must sign in on the Visitor's Log and put on a name tag. No one is allowed beyond the Front Desk without first checking in with Front Desk personnel. All Parents will be allowed access to their children as long as they are accompanied through our facility with a staff. They will also have access to review their children's files.

WHAT NOT TO BRING TO CLUB:

- Alcohol/Tobacco/Matches/Lighters
- Knives/weapons (of any kind)
- Fireworks or firecrackers
- Jewelry or other Valuables
- Junk Food

Energy Drinks of any kind are not allowed. This includes coffee drinks, Red Bull, Monster, etc., Vitamin Water Energy, and Mountain Dew. Staff reserves the right to make additions or subtractions to this list and youth will be informed of the changes.

Field Trips

Our staff regularly take the children on field trips throughout the year and during our summer program. Parents/Guardians will be notified at least 24 hours in advance for these trips and will receive written information on the whereabouts of the trip and transportation information.

Boys & Girls Club Of Rutland County Civil Rights Complaint Procedure

Individuals and groups are never discouraged from submitting a complaint of discrimination. Complaints may be written or verbal. Complaints may be anonymous. The Boys & Girls Clubs of Rutland County instructs program participants to send complaints of discrimination directly to the USDA Office of the Assistant Secretary for Civil Rights (OASCR). The complainant must file within 180 days of the alleged act of discrimination. The superintendent or appointed designee is responsible for implementing the Civil Rights Complaint Procedure. The complainant can file on their own directly with the USDA or report the complaint to the School Food Authority (SFA) or sponsor.

The contact information is found on the “And Justice for All” posters which are prominently displayed in all required areas.

1. All complaints alleging discrimination on the basis of race, color, national origin, age, sex (including gender identity and sexual orientation), or disability will be forwarded to the USDA Office of the Assistant Secretary for Civil Rights immediately.

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

fax:

(202) 690-7442; or

email:

program.intake@usda.gov

Complaints should be put into writing, by the complainant, using [USDA Program Discrimination Complaint Form](#), (AD-3027), (AD-3027) found online at:
<https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>.

This form is available in English and Spanish.

- English version:
<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>
 - Spanish Version: <https://www.usda.gov/sites/default/files/documents/ad-3027s.pdf>
2. In the event that a complainant makes the allegations verbally or in person and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made must record the details of the complaint for the complainant. Every effort will be made to have the complainant provide the following information:
 - a) Name and contact information for the complainant.

- b) The date(s) during which the alleged discriminatory actions occurred or, if continuing, the duration of such actions.
 - c) The specific location and name of the entity delivering the service or benefit.
 - d) The nature of the incident or action that led the complainant to feel that discrimination was a factor.
 - e) The basis on which the complainant feels discrimination exists within any of the protected classes.
 - f) The names, titles, and business addresses of persons who may have knowledge of the discriminatory action.
3. If the USDA determines that a civil rights complaint warrants an investigation, it will occur based on established FNS policy and procedures, and then be finalized into a report. They will investigate the complaint and this is the sole responsibility of the USDA.
 4. In addition to submitting the complaint to the USDA, the SFA will keep a Civil Rights Complaint Log on site. Maintaining confidentiality is crucial. As much information as possible will be documented, including:
 - Name and contact information of complainant
 - Description of incident including date, time, location, and persons present
 - Relevant Protected Base(s)
 - Name of organization and individuals alleged to have engaged in discrimination
 - Date of referral to USDA
 - The findings of any investigation conducted
 - Description of the final disposition of the complaint including any corrective action planned or taken
 4. The SFA will also notify Child Nutrition Programs at Vermont Agency of Education of any complaints of discrimination. The State Agency maintains the information in a confidential database with limited access. Child Nutrition Programs does not investigate complaints of discrimination, but ensures complaints are received by the USDA and will cooperate in the tracking, processing, and resolving of complaints of discrimination.
 5. The Vermont Agency of Education does not discriminate on the basis of race, color, national origin, creed, marital status, sex, disability, age, gender identity, or sexual orientation in its programs and activities. Complaints alleging discrimination related to the Vermont Agency of Education protected bases of religion or marital/civil union status, will be sent to Emily Simmons, General Counsel, at emily.simmons@vermont.gov or (802)-828-1518.

USDA Nondiscrimination Statement

English Version

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

4. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
5. fax:
(833) 256-1665 or (202) 690-7442; or
6. email:
Program.Intake@usda.gov

This institution is an equal opportunity provider.

BGCRC ACTIVITY SCHEDULE OUTLINE – <u>SCHOOL YEAR</u>					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2:30-3:30	Sign in, Snack, Daily plan				
3:30-4:30	Games	BGCA program	Field trips	Park	Kids choice

4:30-5:30	Group Choice
5:30-6:00	Dinner
6:00-6:30	Open club
6:30	Clean/Close