



BOYS & GIRLS CLUBS
OF KENNEBEC VALLEY

Sandra M. Prescott Clubhouse

Teen Center

2025-2026

To sign your student up for CLC and the Teen Center please check below.

☐ I would like my TC member to participate in CLC (Gr. 6th-8th)
CLC is offered M-TH 2:00-4:30

MEMBERS INFORMATION

First Name: _____ Middle: _____ Last: _____ Age: _____
DOB (mm/dd/yyyy): ____/____/____ Gender: ☐ Male ☐ Female ☐ Transgender ☐ Non-Binary
Address: _____ City: _____
State: _____ Zip: _____ Home Phone: _____ Shirt Size: _____

SCHOOL INFORMATION

Name of School: _____ Grade Fall 25' _____ Teacher/Team: _____
Is this member receiving any Special Education service? YES NO Do they have a: 504 Plan or IEP

PARENT/GUARDIAN'S INFORMATION: Please Print

Parent/Guardian Name: _____ Do you reside with member: YES NO
If No, Address: _____
Cell Phone: _____ Email: _____
Employer: _____ Work Phone: _____
Parent/Guardian Name: _____ Do you reside with member: YES NO
If No, Address: _____
Cell Phone: _____ Email: _____
Employer: _____ Work Phone: _____
Is any member of the household currently active military? Y / N If Yes, Branch & Who _____
Is any member of the household a military Veteran? Y / N If Y, Branch & Who? _____

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

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

Name: _____ Relationship: _____ Phone: _____
Name: _____ Relationship: _____ Phone: _____

MEDICAL INFORMATION

Does your child have any disabilities? (circle all that apply) Autism Hearing Impairment Developmental Delay
Emotional Disturbance Intellectual Disability Orthopedic Impairment Learning Disability Speech / Language Delay
Visual Impairment

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

Does any medication need to be taken at the Club? Y / N If yes, what and when? _____

Does the member have any allergies? Y / N If yes, What? _____

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

Doctor's Name: _____ Phone: _____

Dentist's Name: _____ Phone: _____

GRANT/ HOUSEHOLD INFORMATION

Is the member a US Citizen? YES NO How Many People are in the Household? _____

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

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

Preferred Language? English Spanish French Other: _____

Does anyone in the household receive: SSDI SSI TANF Day Care Voucher SNAP Free Lunch Reduced Lunch

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

Household Type: Single Parent Household Two Parent Household Foster Care

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

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

Over \$125,501

RELEASES & POLICY INFORMATION

I, the parent/guardian of the minor child listed on this application, for ourselves, our heirs, executors and administrators, hereby release, waive, acquit and forever discharge the Boys & Girls Clubs of Kennebec Valley, and Boys & Girls Clubs of America, their representatives, successors, insurers, assigns or any other person or entity associated with any of the above organization such as staff, directors or volunteers, from all liability, claims, demands, or causes of action for any and all loss, damage, injury or death and any claim of damages resulting from use of facilities owned or controlled by the above organization, or participation in activities of said organizations either at or away from the Club.

Intl: _____ Signature _____

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

Intl: _____ Signature _____

MEDICAL TREATMENT

_____ I give permission to the Boys & Girls Clubs of Kennebec Valley to seek emergency medical treatment for my minor child. If I cannot be reached I understand that emergency transportation might be called and I will be responsible for any/all costs of medical attention and treatment which includes transportation.

EQUIPMENT USAGE

_____ My child has permission to use any/all age-appropriate equipment (this includes all equipment that is used to participate in sporting activities such as soccer, volleyball, basketball etc.) while they are attending the Boys & Girls Clubs of Kennebec Valley.

MISCELLANEOUS

_____ I understand the Boys & Girls Clubs of Kennebec Valley is not responsible for lost or stolen items.

_____ I give permission for my child's picture, moving pictures, or any other graphic depiction or likeness, to be used by the Boys & Girls Clubs of Kennebec Valley and its activities.

_____ I give the Boys & Girls Clubs of Kennebec Valley permission to take my child on scheduled field trips such as or including swimming and or wading activities.

_____ I have read this form and completed it to my full potential.

_____ I have read and understand the Boys & Girls Clubs of Kennebec Valley program handbook.

SURVEYS AND QUESTIONNAIRES

_____ I, the parent/guardian of the minor child listed on this application, give permission for the Boys & Girls Clubs of Kennebec Valley to survey my child about his or her Club experience and behaviors, skills and attitudes using Boys & Girls Clubs of America's Youth Development Outcome Measurement Tool Kits surveys or other survey instruments.

COMPUTER POLICY

_____ My child and I have read and understand the Clubs computer policy which is located in the program handbook and the website.

SCHOOL INFORMATION

_____ I give my permission to the Boys & Girls Clubs of Kennebec Valley and my child's School to exchange information (such as standard test scores, grades, MEDMSID'S and Free/Reduced status) regarding the minor child listed on this application. The purpose of the exchange is to help both organizations do a better job of helping the student be successful in school, in the Boys & Girls Club and in life. This release is valid for one year and may be revoked at any time by contacting the Boys & Girls Clubs of Kennebec Valley in writing.

OPEN DOOR POLICY

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

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

Parent/Guardian Signature: _____ Date _____

PLEASE PRINT NAME: _____



Computer Use Policy

Wireless internet is available for some of our members. The Palermo Clubhouse and Chelsea Clubhouse have access to the school's wireless internet. All members must comply with the school policies and BGCKV's policy. Failure to comply with either policy and these rules may result in loss of computer and Internet access privileges, disciplinary action, and/or legal action.

Electronic Device Use is a Privilege, Not a Right. This includes the use of personal cell phones while at the Club.

Before a member will be allowed to use Club technology equipment or their personal device, both the member and their parent/guardian will need to read this Technology Acceptable Use policy. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

Club devices shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Personally owned devices shall include any and all member-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Club purposes shall include program activities, career development, communication with experts and/or Club peer members, homework and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

Authorized use: Club devices and personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club devices or personally owned devices in restrooms and other areas where there is an expectation of privacy.

Video Games & Movies: Teen Center and older members of the Club have access to video games and movies. Video games will be rated T for Teens or under. No movie rated over PG-13 will be viewed while at the Club or at Club events.

Appropriate use: Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass or annoy their peers or others in their community. Any inappropriate use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Loss and damage: Members are responsible for keeping devices with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse or theft of any personally owned device brought to the Club. Any inappropriate or unauthorized use of a Club or

personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes but is not limited to the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language or images typed, posted or spoken by members;
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment;
- Personal attacks, including prejudicial or discriminatory attacks;
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others;
- Knowingly or recklessly posting false or defamatory information about a person or organization; or
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a member is told to stop sending communications, that member must cease the activity immediately.

Cyberbullying

Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites or fake profiles.

Members may not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

Monitoring and inspection: BGCKV reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, BGCKV reserves the right to inspect and/or review personally owned devices that are brought to the Club.

Internet access: Personally owned devices used at the Club are prohibited from using the Club's Wi-Fi for personal use.

Loss and damage: Members are responsible for keeping the personal device with them at all times. Staff are not responsible for the security and/or condition of the member's personal device. Furthermore, the Club shall not be liable for the loss, damage, misuse or theft of any personally owned device brought to the Club.

Parental notification and responsibility: While the Boys & Girls Clubs of Kennebec Valley Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for Boys & Girls Clubs of Kennebec Valley to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

Digital citizenship: Club members shall conduct themselves online in a manner that is aligned with the Boys & Girls Clubs of Kennebec Valley Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates the Boys & Girls Clubs of Kennebec Valley Code of Conduct, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

Club-owned-and-operated technology: Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

Digital citizenship and technology safety training: All members who wish to use a Boys & Girls Clubs device or equipment will be required to successfully complete a BGCA-provided digital citizenship and technology safety training. This training is required for all members annually.

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

No member shall be allowed to use a Club computer equipment, network, or Internet until the member and parent/guardian have signed and returned this acknowledgment to the main office.
Parent/Guardian

- ☐ I have read BGCKV's policy and understand that my son/daughter's use The Club's computer equipment, network, and Internet services is subject to compliance with these rules.
- ☐ I have read BGCKV's policy and **DO NOT** want my son/daughter to use The Club's computer equipment, network, and Internet services.

Signature of Parent/Guardian

Date

Member (Members need to sign if they are enrolled in the school age and teen center program)
I have read BGCKV's Policy and agree to comply with them.

Signature of Member

Date

Youth Application-Mentor Program

Please have your student answer the following questions as completely as possible. The information provided will help us match your student with the proper Mentor.

Today's Date: _____

Name: _____ DOB: _____ Male___ Female___ (check one)

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____

Parents/Legal Guardian: _____

How many siblings do you have, and what are their ages?

My favorite music/musician/song:

My favorite sport:

My favorite movie:

My favorite book:

My favorite subject in school:

My favorite food:

My favorite Club memory:

Do you have any after school responsibilities? If so, what are they?

Describe your special interests/hobbies (sports, arts, computers, reading, cooking, etc.):

What do you like to do in your free time?

What activities would you like to do with your Mentor at the Club?

What would you like your Mentor to know about you?

Signature of Youth: _____

Date: _____

Boys & Girls Clubs of Kennebec County

Mentor Program Parent/Guardian Consent Form

Youth mentoring—a consistent, prosocial relationship between an older peer and one or more youth—can help support the positive development of youth. Over the past several years, our Club's Mentoring Program has been shown to improve self-esteem, academic achievement, and peer relationships while reducing aggression, depressive symptoms, and delinquent acts. Our Club Mentors play a vital role in assisting mentees with homework, playing board games together, completing STEM and art projects, cooking, etc.

Your student has been selected to participate in our Mentor Program. Please sign the permission form, and return with your fall registration form.

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

I fully understand that the program involves Mentors, who shall be selected by the Club. Mentors will be screened (involving a criminal background check) and trained prior to beginning the program. A Mentor will be expected to spend a minimum of one hour per week with my child on-site, and is expected to run one year. Club staff will provide ongoing monitoring of the mentoring activities during this time.

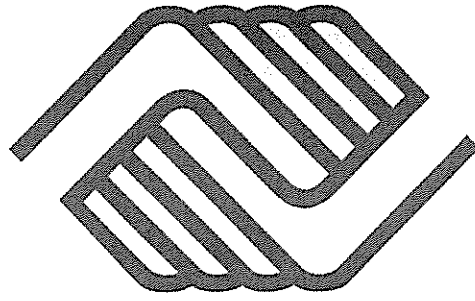
I give the Boys & Girls Club Mentoring Program Coordinator (Heather Genest, School Age Director) permission to obtain my child's academic and attendance records from my child's school.

Signature of Parent/Guardian

Printed Name of Parent/Guardian

Date

Thank you!



BOYS & GIRLS CLUBS
OF KENNEBEC VALLEY

TEEN CENTER
PROGRAM HANDBOOK
2025-2026

Grades 6th-12th
School Year & Summer Program

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Administrative Staff Directory

Chief Executive Officer, Ingrid Stanchfield

Chief Financial Officer, Paula Burke

Teen Center Director & 21st CCLC Director, Holly Jordan

Executive Administrative Assistant, Elisha Rice

Office Manager, Monica Cavanagh-Boucher

istanchfield@bgckv.org

pburke@bgckv.org

hjordan@bgckv.org

erice@bgckv.org

mcavanaghboucher@bgckv.org

Locations

Sandra M. Prescott Clubhouse

14 Pray Street Gardiner, Maine 04345

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

Mission

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

Welcome

Thank you for choosing The Boys & Girls Clubs of Kennebec Valley's Teen Center to ensure your child has a safe, fun, and supportive environment to engage in afterschool and summer vacation. With caring staff, we strive to make the Club a great place for all teens.

Club Philosophy

The Boys & Girls Clubs of Kennebec Valley's Club philosophy is that children of all ages are entitled to a safe, positive environment, fun, supportive relationships, opportunities and expectations and recognition.

Safe, Positive Environment: Club staff, facilities, programs and age-appropriate settings create stability, consistency, and a sense of physical and emotional safety for our members. The Club provides structure and clearly defines acceptable behavior.

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

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

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

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

Family Support: We take our responsibility to you and your family seriously, work as a team to provide a safe, and positive environment for all Club members. Let's work together to make sure your child(ren) have a safe place, positive adult interactions, healthy activities, fun, opportunities to help each other, and most of all the love and support they need to grow into happy, healthy adults.

Club Expectation

Behavior Expectations

All members and staff deserve a positive and safe environment. All members regardless of age and staff are expected to show respect for others and their belongings by accepting the following Code of Conduct.

Code of Conduct

1. Members receive a verbal warning to discontinue disruptive behavior. A verbal description of acceptable behavior is provided at this time.
2. Members receive an appropriate break in a place away from the situation, but within sight of staff.
3. If disruptive behavior continues, member will be removed from the activities being offered. Parents/Guardians will be given a written incident report, at the end of the day, outlining the disruptive behavior.
4. If the member's behavior is extremely disruptive or unsafe, parents/guardians will be called to come and remove member from the program immediately.
5. If all the above steps have been exhausted multiple times, a meeting will be set for parents/guardians, member and the program director to discuss the member's continued attendance in Club programs.
6. The Club has ZERO tolerance of drugs, alcohol, tobacco, and violence. Immediate dismissal may occur as a result of any of these issues at the Club, on fieldtrips, sports or Club functions.

Suspension / Dismissal / Expulsion Policy

The Boys & Girls Clubs of Kennebec Valley reserves the right to dismiss or suspend enrollment of any member for the following reasons:

1. Behavioral problems that continue after being properly addressed. See Code of Conduct. (Above)
2. Nonpayment
3. Failure to comply with **ANY** policies in this handbook.

The decision to suspend, dismiss or expel a member from the Club will be made by the Program Director and/or the Chief Executive Officer. In some cases, a meeting with Director/CEO and the parents/guardians might be required. Failure to attend this meeting will result in immediate termination of all Club programs. If the decision is made to dismiss or expel the child/member from BGCKV programming, they cannot attend any other Clubhouse or CLC program.

Positive Methods of Member Guidance

All staff members must use positive methods of member guidance which encourage self-control, self-direction, self-esteem, communication of wants and needs, and cooperation with others. Member guidance must meet the individual needs of each child.

Constructive methods include:

1. Conflict resolution
2. Encouraging the use of language skills
3. Redirecting
4. Providing choices
5. Using praise or positive reinforcement
6. Recognizing a member's strengths
7. Allowing members to take supervised breaks away for the group when needed.

8. Reminding members of expectations using positive, clear language
9. Teaching self-regulation
10. Modeling appropriate behavior and allowing for individual differences.

Arrival & Departure

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

- **All programs close promptly at 5:30 p.m. Late pick-up is not an option. Late pick-up will result in immediate termination from Club programs.**
- Accurate attendance records. The Club uses an electronic attendance system. Scan cards are made available to members. Please use them upon arrival **and** departure.
- When arriving from school entries are made through the side door by the Teen Center. All other entries to the building are made through the main entrance. When leaving Teens may exit through the door across from the School Age room.
- Teens need to report directly to the Teen Center and sign in. Parents do not need to accompany teens into the building or walk come inside during pick up.
- Members and Parents/Guardians must dress appropriately while at the Club. Please see appropriate attire policy below.
- If a parent/guardian picks up a member and appears to be under the influence of drugs and/or alcohol local police will be called.

Appropriate Attire

All members and parents/guardians need to wear appropriate attire while at the Club or Club events. If the Director or a staff member does not feel that the member or parent/guardian is dress appropriate they will be asked to change.

We understand that not all members are comfortable in bathing suits while on field trips or onsite. Shorts and t-shirts can be worn in place unless the facility/place that members are attending required bathing suits. Members should not wear long pants and sweatshirts on a hot summer day. There are many health risks that accompany over and under dressing. Members may be sent home if they do not come prepared or if they are not willing to change into appropriate clothing.

Drug and Alcohol Free Workplace & Facilities

The Club is committed to providing a safe environment for members, staff and volunteers. To further ensure their safety, the organization maintains a drug- and alcohol-free workplace and facilities. The unlawful or improper use of drugs – including medical and recreational marijuana, controlled substances or alcohol in the workplace – presents a danger to everyone. The organization also has a duty to comply with the requirements of the Drug-Free Workplace Act of 1988.

- Employees are prohibited from reporting to work or working while under the influence of alcohol and/or illegal or unauthorized drugs.
- Employees, members, parents and volunteers are prohibited from attending the Club or Club events while under the influence of alcohol and/or illegal or unauthorized drugs.
- Employees are prohibited from reporting to work or working when the employee is using any legal drugs or alcohol; exceptions can be made in accordance with state law when the use is pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties. Employees taking any legal drugs that potentially affect job safety or performance are responsible for notifying their supervisor and/or Club leadership so that a determination of job performance or a reasonable accommodation can be made. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation has been made.

- Members and volunteers are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, sale or possession of illegal drugs and alcohol at the Club or Club events.
- Employees are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, sale or possession of illegal drugs and alcohol in the workplace, including on organization paid time, on organization premises, in organization vehicles or while engaged in organization activities.
- Membership, employment, or volunteering with the organization is conditional upon full compliance with the forgoing of the drug- and alcohol-free policy. Any violation of this policy might result in disciplinary action, up to and including discharge.
- Employees must notify their supervisor and/or Club leadership immediately of any criminal drug or alcohol violation.

Boys & Girls Clubs of Kennebec Valley further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug and alcohol-free workplace policy, including but not limited to the inspection of organization-issued spaces, desks or other suspected areas of concealment, as well as an employee's, volunteers and Club members personal property when the organization has reasonable suspicion to believe that they have violated this policy.

Smoke Free Policy

The Club is dedicated to providing its employees, members, and visitors with a safe and healthy environment. BGCKV is a 100% smoke and tobacco-free campus, effective since 2003.

The Club recognizes that smoking and the use of tobacco products on our grounds is detrimental to the health and safety of everyone. This institution supports an environment where employees, members and visitors are not exposed to the harmful effects of secondhand smoke and are supported in efforts to live tobacco-free. Therefore, the Club has adopted a 100% tobacco-free campus policy, that exceeds state law (22 M.R.S.A. § 1580-A).

This policy prohibits all smoking and tobacco products:

In all Boys & Girls Clubs of Kennebec Valley owned, leased and affiliated buildings.

On all Boys & Girls Clubs of Kennebec Valley owned or leased grounds.

At all Boys & Girls Clubs of Kennebec Valley sponsored events-- both indoor and outdoor.

In all Boys & Girls Clubs of Kennebec Valley owned, leased or rented vehicles.

In all personal vehicles parked on Boys & Girls Clubs of Kennebec Valley owned, leased and affiliated property. At all events hosted or organized by Boys & Girls Clubs of Kennebec Valley.

The smoke and tobacco-free campus policy applies to all employees and visitors including organizers of, and attendees at, public events, including but not limited to, conferences, meetings, lectures, social events and/or cultural events using Boys & Girls Clubs of Kennebec Valley owned, leased and affiliated property are required to abide by Boys & Girls Clubs of Kennebec Valley's smoke and tobacco-free policy.

DEFINITIONS

"Smoking" means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, pipe or joint, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy. Non-smoked marijuana products including, but not limited to, edibles and dabs

are also included in this policy.

“Tobacco” is defined as all tobacco-derived or containing products, including but not limited to, cigarettes, cigars, little cigars, cigarillos, bidis, kreteks; all smokeless and dissolvable tobacco products, including but not limited to, dip, spit/spit-less, chew, snuff, snus and nasal tobacco; and any product intended to mimic tobacco, containing tobacco flavoring or delivering nicotine, including but not limited to, electronic nicotine delivery systems, e-cigarettes, e-cigars, ehookahs, vape pen or any other product name or descriptor. Or the use of any other type of tobacco or nicotine product for the purpose of circumventing the prohibition of tobacco in this policy. This does not include products specifically approved by the US Food and Drug Administration (FDA) for the purpose of cessation or nicotine replacement therapy.

PROCEDURES

This policy will be communicated through tobacco-free signs posted at all property entrances and throughout the facility and through employee education, including being written into training manuals and new employee orientation. Everyone is required to comply with Boys & Girls Clubs of Kennebec Valley’s tobacco-free policy. Enforcement of this policy will follow the standard procedures of the facility. Information regarding tobacco treatment resources, such as onsite counseling and the Maine Tobacco Helpline (1-800-207-1230), will be made available for tobacco users who are interested in quitting.

Concealed Weapons

The Club does not allow any concealed weapons on Club grounds, buildings or contracted activity spaces except by law enforcement officers.

Program Information (School Year & Summer)

School Year Programming

Group Ratio

1 Staff to 20 Children Maximum

Normal Program Hours

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

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

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

Program Description

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

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

Members in grades 6th-8th can participate in the 21st Century Community Learning Center (CLC) program which is a grant funded through the Department of Education. CLC offers students additional services, activities, and tutorial help in the areas of math, sciences, and literacy with certified teachers and students. Members that want/need to participate in CLC **MUST** attend at least **THREE** days a week to keep their tutoring spot. Members will be removed from the CLC program if they do not attend regularly. To sign up for CLC there is an additional form in the front office that must be completed and returned with a completed registration form.

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

Additional Closures for the Teen Center during the School Year

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

February & April Vacation Weeks

The monthly calendar for February and April will provide information on extra activities, departure and arrival time for field trips, and/or extra fees associated with vacation weeks. Not all vacation weeks are free. If a fee is required, the fee needs to be paid prior to attending. The Club offers breakfast, lunch and an afternoon meal or snack on days that teens are at the Club for full days.

Summer Programming

Group Ratio

1 Staff to 20 Children Maximum

Program Hours

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

Program Description

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

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

Teens entering 9th grade AND over the age of 14 are eligible to participate in the Club's Counselor in Training program (C.I.T.). These members volunteer in one of three program spaces; School Age, K-1 and Teen Center. As a C.I.T members get on the job training while receiving community service hours.

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

Program Holidays

Independence Day	Friday, July 4 th , 2025
Labor Day	Monday, September 1 st , 2025
Indigenous Peoples' Day	Monday, October 14 th , 2025
Veteran's Day	Monday, November 11 th , 2025
Thanksgiving & Day After	Thursday & Friday, November 28 th & 29 th , 2025
New Year's Day	Thursday, January 1 st , 2026
Martin Luther King Jr. Day	Monday, January 20 th , 2026
President's Day	Monday, February 17 th , 2026
Patriot's Day	Monday, April 21 st , 2026
Memorial Day	Monday, May 26 th , 2026
Juneteenth	Thursday, June 19 th , 2026
Independence Day	Friday, July 4 th , 2026

Shutdown Weeks/Days

August Shutdown	August 18 th -29 th , 2025
December Shutdown	December 24 th -January 2 nd , 2026
June Shutdown	Day after school is released until summer program starts

Registration Process & Payment Policies

Registration Process

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

1. Complete all forms in the registration packet which includes registration form, computer use policy form, program forms (if applicable), and ACH form (summer only).
2. All original (no fax/email) completed forms must be submitted to the front office before a member can start. Faxes and emails are only accepted when putting someone on the Club's wait list.
3. Enroll in the Remind App for program communication from Club staff.

Leaving the Program

The Teen Center – School Year Program is a drop in center. This means members can come as often or as little as the please, but must attend three or more days a week to maintain a CLC spot. Once a youth registers for the school year they remain registered until the end of school unless one or more Club policies are violated and they are asked to leave the program by the Director and/or the CEO. During summer months once a member is registered the Club does require a two week notice and will continue to pull weekly payments' via ACH until the form is submitted to the front office.

Member Information

The Club must be notified of any changes to phone numbers, addresses, emergency contacts

and/or pertinent information as soon as possible. It is important to keep all members' information up to date in the event of an emergency and/or other Club purposes.

How to Enroll in the Remind App

1. Download Remind App from the Google Play or the App store.
2. Open App and Create an account if you don't already have one.
3. In top left corner find the menu and click on + add class and enter in classroom code.

OR

4. Text your classroom code to 81010 and follow instructions.

Your classroom codes can be found in your child's classroom/program space or by contacting the program director.

Staff and parent's/guardians communication is done mostly through the Remind App. Can you choose to have the messages sent to you as an email, text or open them in the app. Parents/Guardians can also communicate with staff during drop off and pick up times or by phone.

Payments

The School year program is FREE for all MSAD 11 students.

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

Non-Sufficient Funds (NSF)

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

Child Care Assistance

The two most commonly utilized and accepted assistance programs are the Child Care Affordability Program (CCAP) and Transitional Child Care (TCC). Please refer to each program description below. Families with youth that are 12 and under are encouraged to apply for either program if they are income eligible.

Child Care Affordability Program (CCAP)

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

Effective 07/01/2024

FAMILY SIZE	ANNUAL INCOME	MONTHLY INCOME (ANNUAL/12)	WEEKLY INCOME (ANNUAL/52)
1	\$68,067.35	\$5,672.28	\$1,108.99
2	\$89,011.15	\$7,417.60	\$1,424.75
3	\$109,954.95	\$9,162.91	\$1,742.52
4	\$130,898.75	\$10,905.23	\$2,095.28
5	\$151,842.55	\$12,653.55	\$2,433.05
6	\$172,786.35	\$14,398.86	\$2,769.81
7	\$193,730.15	\$16,144.18	\$3,106.58
8	\$214,673.95	\$17,889.50	\$3,443.35
9	\$235,617.75	\$19,634.82	\$3,780.12
10	\$256,561.55	\$21,380.14	\$4,116.89

1. You can apply online:

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

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

3. Email Patti.Shellenbarger@maine.gov or

4. Visit your local DHHS office for more information.

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

Transitional Child Care (TCC)

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

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

Scholarships

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

Other Club Policies

Prohibition of Private One-on-One Interaction Policy

BGCKV is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization prohibits all one-on-one interactions between Club members, staff, and volunteers (including Board Members). All staff and volunteers are required to abide by the following:

- Ensure all meetings and communications between members and staff or volunteers are never private.
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff member whenever an emergency arises that necessitates an exception to this policy.
- Never initiate private or isolated one-on-one contact with a member.
- Never have a private or isolated meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat and social media between only a staff member or volunteers and a single member.
- Never transport one Club member at a time. This includes transportation in Club or leased vehicles.

Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist or similar professionals. All exceptions shall be documented and provided to Club leadership in advance. If an emergency arises that necessitates an exception to this policy, the emergency exception shall be communicated to Club leadership as soon as practicable, and ideally before engaging in one-on-one interaction.

DEFINITION OF ONE-ON-ONE INTERACTION

One-on-one interaction is defined as any private contact or communication (including electronic communication) between any Club participant and an adult, including adult staff, minor staff, volunteers, board members and others who might encounter members during regular programming and activities.

- **Private** contact/communication is any communication, in person or virtual, that is between one youth member and one adult (18 or over) that takes place in a secluded area, is not in plain sight and/or is done without the knowledge of others. Private places can include but are not limited to vehicles, rooms without visibility to others, private homes and hotel rooms. Examples of private contact include but are not limited to:
 - Meeting behind closed doors (in rooms without windows or visible sightlines) or any

spaces that are not visible to others.

- One staff member transporting one member in a vehicle.
- Electronic communications (text, video, social media, etc.) between one member and one staff member or volunteer.

Public contact/communication is any communication or meeting, in person or virtual, that is between at least three individuals, including two staff and one member, one staff and two members or variations of these combinations. Examples of public contact include but are not limited to:

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

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

Impact on Mentoring Programs

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

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

Impact on partnerships with local organizations

- All local organizations are required to abide by Club policies, including background check requirements and prohibition of one-on-one interaction.
- A written agreement should be in place to determine how and when the external organization assumes custody and responsibility of the member; these procedures should be clearly communicated to parents/guardians.
- All interactions between mentor and member will be documented and maintained.

Impact on traveling to off-site events and activities

- When traveling to events such as Keystone, Youth of the Year or other off-site events, the one-on-one policy shall continue to be followed.
- Should the Club take responsibility for transporting members to and/or from an event, one staff member should not transport one single child at any time in a vehicle. Accommodations shall be made to ensure at least three people (1:2 or 2:1 ratio) are traveling together. As an alternative, public transportation may be used.
- If this arrangement presents staffing or budget challenges, consider the following:
 - Inviting parents/guardians to attend and/or chaperone their child.
 - Include additional youth
 - Coordinate with other Clubhouses or nearby organizations to travel with
- Parents/Guardians are required to provide written consent in each instance that members travel to any off-site event. NOTE: Parents/Guardians are NEVER allowed to provide consent

for one-on-one interactions

- The same practices listed above are in place when on scheduled field trips.

Impact on transportation to and from the Club

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

Exception to One-on-One Policy

- When delivering medical or counseling services by a licensed, trained therapist or similar professional (e.g., counselors, social workers)
- When the emotional or physical safety of a member is at risk and private, one-on-one communication is deemed necessary by Club leadership.
- In emergency situations that could create a safety risk, exceptions can be made (e.g., if a member is not picked up by a parent and leaving them alone at the Club could be a safety risk.)

Should exceptions need to be made, the Club shall have policies in place to monitor interactions, including but not limited to:

- Disclosing the meeting to Club leadership and regularly checking in with the member and adult during the conversation.
- Placing time limits on the conversation.
- Meeting in rooms with clear sight lines (e.g., rooms with windows or glass doors).
- Documenting the interaction.
- In an emergency disclosing the situation to another staff member before engaging in one-on-one interaction.

Child Abuse Prevention Policy

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

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

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

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

- Any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old).
- Sexual activity with another who is legally incompetent.

- Physical assault or sexual violence, such as rape, statutory rape, abuse, molestation, or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.
- Inappropriate activities, advance, comments, bullying, gestures, electronic communications, or messages (e.g., by email, text, or social media).

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

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

PHYSICAL INTERACTIONS

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

Appropriate

- Side hugs
- Handshakes
- High-five and hand slapping

Inappropriate

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

VERBAL INTERACTIONS

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

Appropriate

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

Inappropriate

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

ABUSE AND SAFETY RESOURCES

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

Respect and Safety

All members and staff at the Boys & Girls Clubs of Kennebec Valley deserve a positive and safe environment. All participants are asked to show respect for others and their belongings.

Staff Qualifications & Training

All Club staff meet the qualifications set forth by Boys & Girls Clubs of America. The Club conducts and reports through a BGCA-approved process the following training for all staff and volunteers with direct repetitive contact with youth. These trainings need to be completed before providing services, and annually thereafter.

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

Screening and Onboarding Policy

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

BACKGROUND CHECKS

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

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

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

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

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

- a. Refuses to consent to a criminal background check.
- b. Makes a false statement in connection with such criminal background check.
- c. Is registered, or is required to be registered, on a state or national sex offender registry.
- d. Has been convicted of a felony consisting of:

1. Murder
 2. Child Abuse
 3. Domestic Violence
 4. Abduction or human trafficking
 5. A crime involving rape or sexual assault
 6. Arson
 7. Weapons
 8. Physical assault or battery
 9. Drugs possession, use or distribution in the last five years
- e. Has been convicted of any misdemeanor or felony against children, including child pornography.

INTERVIEWING

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

REFERENCE CHECKS

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

Mandated Reporter

As required by Boys & Girls Clubs of America, if staff or volunteers have a strong reason to suspect or become aware child abuse and/or neglect, the situation must immediately report it to a supervisor. The Staff and the supervisor will report the incident to the State of Maine Department of Protective Services with or without prior parental notification as well as reporting the incident to BGCA within 24 hours via the critical incident portal. Parental notification will depend on the nature of the situation. All staff are mandated reporters of suspected cases of child abuse and neglect and have been trained through an approved training set forth by BGCA.

Clear reporting policies and procedures are an important element in responding to incidents that might occur in Clubhouses. Staff and volunteers must at a minimum immediately report and document all safety incidents that might affect staff, volunteers, members, and others who visit Clubhouses.

General Incident Description

Safety incidents can include but are not limited to:

- Inappropriate activity between adults (18 and over) and youth;
- Inappropriate activity between multiple youth;
- Allegations of abuse;
- Bullying behavior;
- Inappropriate electronic communications between adults (18 or over) and youth;
- Minor and major medical emergencies;
- Accidents, including slips and falls;
- Threats made by or against staff, volunteers and/or members;
- Physical assaults and injuries, including fights;

- Missing children;
- Criminal activity, including theft and robbery; and
- Other incidents as deemed appropriate by Club leadership.

Safety incidents include those that occur during Club programs, on Club premises and/or during a Club- affiliated program or trip.

Internal Incident Reporting

Any employee or volunteer who becomes aware of an incident, as defined in this policy, shall immediately complete an incident report, and submit the incident to Club leadership.

The following information shall be included on an Incident Report:

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

External Incident Reporting

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

Types of incidents reported include but are not limited to:

- Inappropriate activity between adults (18 or over) and youth;
- Inappropriate activity between multiple youth;
- Allegations of child abuse;
- Any form of child pornography;
- Criminal activity, including assault, theft, and robbery; or
- Children missing from the premises.

Incident Investigating

The Club takes all incidents seriously and is committed to supporting external investigations of all reported incidents and allegations or internal investigations by the Safety Committee when not an externally reportable incident.

Federal, state, and local criminal and or mandated child abuse reporting laws must be complied with before any consideration of an internal investigation. The internal investigation should never be viewed as a substitute for a required criminal or child protective services investigation. If an incident involves an allegation against a staff member, volunteer or Club member, the Club shall suspend that individual immediately (employees with pay) and maintain the suspension throughout the course of the investigation.

Injury Reporting

Serious Injury

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

Critical Injury

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

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

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

- a. Any instance or allegation of child abuse, including physical, emotional or sexual abuse; sexual misconduct or exploitation (Club-related or not) against any child by a current employee or volunteer; or any Club-related instance by a former employee or volunteer.
- b. Any instance or allegation of child abuse, including physical, emotional or sexual abuse; or sexual misconduct or exploitation by a youth towards another youth at a Club site or during a Club-sponsored activity.
- c. Any child who might have been abducted or reported missing from a Club site or Club-sponsored activity.
- d. Any major medical emergency involving a child, staff member or volunteer at a Club site or during a Club-sponsored activity leading to extended hospitalization, permanent injury or death; or a mental health crisis with a child requiring outside care.
- e. Any instance or allegation of abuse, including physical, emotional or sexual abuse; sexual misconduct; harassment; or exploitation (Club-related or not) alleged against any staff member; or any Club-related instance or allegation of abuse, including physical, emotional or sexual abuse; sexual misconduct; harassment; or Club-related exploitation against a volunteer or visitor.
- f. Failure of an inspection by a childcare licensing agency or organization.
- g. Any instance or allegation of a felony-level criminal act committed at a Club site or during a Club-sponsored activity.
- h. Any misappropriation of organizational funds in the amount of \$10,000 or greater; or any amount of federal funds.
- i. Any criminal or civil legal action involving the organization, its employees or volunteers, as well as any changes in the status of an open organization-related legal action.
- j. Negative media attention that could compromise the reputation of the Member Organization or the Boys & Girls Club brand.
- k. Any other incident deemed critical by the Member Organization.

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

Emergency Operation Plan Policy

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

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

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

Storm Days, Power Outages and State of Emergency

The Teen Center programs are CLOSED on all storm days and nonscheduled early release days. It is possible that the Teen Center may be closed additional days throughout the school year or summer. A monthly calendar is available as well as messages being sent out through REMIND or

on Facebook.

If a power outage, severe storms, public health issue or other emergency occurs while during our hours of operation, the Club will remain open until parents/guardians can pick up. The Club reserves the right to close for any reason deemed an emergency.

Restroom Policy

USAGE

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

MONITORING

All restrooms shall be regularly monitored by designated staff according to a schedule set by Club leadership. Monitoring includes walk-throughs, inspections and/or any (but not necessarily all) of the best practices outlines below:

- Implementing procedures to limit the number of children using restrooms at the same time.
- Prohibiting younger children and teens from sharing a restroom.
- Positioning staff near restroom entries to maintain auditory supervision of space.

Staff observing unacceptable restroom conditions or incidents shall:

- Immediately notify the Club leadership of the incident.
- Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible in compliance with the Club's Incident Reporting Policy.

Field Trip/Public Restroom Policy

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

If a member has to use the restroom while the bus is in transit, they will need to wait until the bus driver can get off the next exit or into a place where there is a restroom. The bus will not pull over to the side of the road nor are members allowed to urinate in containers on the bus. If a member has an accident on the bus, it will be dealt with as quietly as possible.

Head Lice Policy

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

Supervision

The Club must abide by regulations set forth by The Boys & Girls Clubs of America. All Club activities and programs spaces are always under continuous supervision by sight or sound (for restroom supervision) by an appropriate adult staff. To ensure appropriate supervision staff:

- Must abide by the prohibition of private one-on-one interaction policy.
- Must abide by all the organization's disciplinary policies and procedures.
- Must ensure that at least one adult staff (18 and over) is present when supervising members.
- Must always maintain proper supervision ratios
 - Teen Center (6th gr. to 12th gr 1 Staff to 20 Children
- Must be trained in appropriate supervision tactics and behavior patterns.
- Must immediately notify Club leadership and/or submit written reports detailing supervision issues, accidents, or critical incidents.
- Must never use electronic devices such as cell phones, PDAs or other communication devices while supervising member unless for Club purposes, as defined in the Acceptable Technology Use Policy.

Health & Medication

Health

1. After exhibiting diarrhea, vomiting or a fever, the member will be sent home.
2. The member should be fever free and symptom free for 24 hours without fever-reducing or any other medicine before returning to the Club.
3. A fever is defined as 100.4° F.
4. A note from the member's physician declaring the member is well and free of communicable disease may be required to return to the program at the Director's request.

Medication

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

8. All medications are kept in a secured locked area out of reach of children/members.

Facility Conditions

All program spaces shall have clear line of visibility and be monitored by staff during hours of operation. Areas that are not in use will remain locked and only accessible by authorized staff. All interior and exterior spaces, hallways are monitored, maintained, well-lit, clean and free of hazards and obstructions. All storage closets and other unused spaces are locked during operational hours.

Damages to facilities shall be repaired in a reasonable manner. Damages that pose imminent risk to the health and safety of members, staff or volunteers shall be repaired immediately. If immediate repair to damage that poses imminent risk is not possible, Club leadership shall determine whether temporary or permanent closure of the facility may be required. Any damage to a facility that results from an incident deemed critical to the organization shall be reported to the appropriate authorities as a critical incident.

Food Programs & Policies

Food Service Programs

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the Agency where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

The Maine Human Rights Act prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin.

If you wish to file a discrimination complaint electronically, please select **File a Complaint** and complete an intake questionnaire. Before completing this process, it may be helpful to review relevant links under Guidance. If you are not sure how the Maine Human Rights Act may apply to, you please review the publication "[What It Is! How It Works!](#)". Maine is an equal opportunity provider and employer.

The Summer Food Service Program (SFSP) was established to ensure that children continue to receive nutritious meals when school is not in session. The U.S. Department of Agriculture's (USDA) Food and Nutrition Service (FNS) administers the SFSP at the national level and the State of Maine Department of Education at the State level. This program reimburses a portion of the expenses related to providing a healthy lunch and afternoon snack to all children age 18 and under. The Boys & Girls Clubs of Kennebec Valley Sandra M. Prescott is an open summer feeding site.

Food Allergies / Replacement Meals

Parents/Guardians must notify the Teen Director/Staff or Food Service Director as soon as possible if a member has or develops a food allergy. The Club requires a Dietary Restriction and Substitution Statement form with a physician's signature to be completed before the Club can provide alternate meals. Alternative meals will not be provided by the Club if food substitutions are by choice. Meals and snacks can be provided by parents/guardians on any or all occasions.

We ask that parents/guardians inquire about any other allergies in the room before sending the member with a replacement meal/snack. Refrigeration is not available for members. Please make sure that all meals/snacks are properly stored in a lunchbox/container with an ice pack if needed. Monthly menus are available.

Technology Policies & Procedures

The Club is committed to providing the safe use of technology and online safety for members, staff, and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

Club Member Usage

Before a member will be allowed to use Club technology equipment or their personal device, both the member and his/her parent/guardian will need to read and sign the Technology Acceptable Use policy form and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

Club devices shall include all Club-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Personally owned devices shall include all member-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Club purposes shall include program activities, career development, communication with experts and/or Club peer members, homework, and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

Authorized use: Club devices and personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club devices or personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

Appropriate use: Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including

but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Monitoring and inspection: BGCKV reserves the right to monitor, inspect, copy, and review any personally owned device that is brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection.

Parents/guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally owned devices to the Club in the future.

Loss and damage: Members are responsible for keeping devices with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Any inappropriate or unauthorized use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes but is not limited to the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by members;
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment;
- Personal attacks, including prejudicial or discriminatory attacks;
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others;
- Knowingly or recklessly posting false or defamatory information about a person or organization; or
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a member is told to stop sending communications, that member must cease the activity immediately.

Cyberbullying: Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails, or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites, or fake profiles.

Members may not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club's network. This includes attempting to log in through another

person's account or accessing another person's files. Members may not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco, or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

Monitoring and inspection: BGCKV reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, BGCKV reserves the right to inspect and/or review personally owned devices that are brought to the Club.

Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections, but the member may be barred from bringing personally owned devices to the Club in the future.

Internet access: Personally owned devices used at the Club must access the internet via the Club's content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. BGCKV reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks, or other services. Members must follow Club procedures to access the Club's internet service.

Parental notification and responsibility: While the BGCKV Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for BGCKV to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

Digital citizenship: Club members shall conduct themselves online in a manner that is aligned with the BGCKV Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates the Clubs Code of Conduct, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

Club-owned-and-operated technology: Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

Digital citizenship and technology safety training: All members who wish to use a Boys & Girls Clubs device or equipment will be required to successfully complete a BGCA-provided digital citizenship and technology safety training. This training is required for all members annually.

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

Use of Video Surveillance

The Club recognizes that maintaining the safety and security of Club members, staff, volunteers and Club property is best implemented with a multifaceted approach. Modern technology, including video

surveillance, can provide tools to maintain safety and security. While video surveillance does not replace appropriate supervision by Club staff, it provides an additional layer of protection.

Placement & Notification of Video Surveillance

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

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

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

Video monitors are not in areas that enable public viewing.

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

Access to Video Images

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

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

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

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