



BOYS & GIRLS CLUBS
OF KENNEBEC VALLEY

Sandra M. Prescott Clubhouse

Childcare Participants 2025-2026

PROGRAMS

- ☐ Infant
- ☐ Toddler
- ☐ Early Preschool
- ☐ Preschool
- ☐ K-1st
- ☐ Grades 2nd-5th

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: _____

Is this member a swimmer? YES NO If Yes, what level: Beginner Intermediate Advance

SCHOOL INFORMATION

Name of School: _____ Grade Fall 25' _____ Teacher/Team: _____

Does the member currently have an educational or behavioral plan (ex. IEP or 504)? Y / N

Does the member require a one-on-one through this plan? Y / N If Yes, please explain _____

Are there any strategies that will help make the member successful at the Club? Y / N If Yes, Please explain _____

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 parent/guardian.)

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

PICK UP LIST: _____

MEDICAL INFORMATION

Does the member have any of following medical issues: (CIRCLE ALL THAT APPLY) ADD/ADHD Asthma Diabetes

Cerebral Palsy/Other Motor Conditions Epilepsy/Seizure Disorders Emotional/Behavioral Disorders NONE

Other: _____

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

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

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

(A signed note from the member's PCP will be needed for the Club to provide any dietary substitutions.)

Doctor's Name: _____ Phone: _____

Dentist's Name: _____ Phone: _____

Member's Name: _____ Program: _____

The Club has my permission to apply sunscreen on my child? Y / N

Special Instructions: _____

My child is up-to-date on their immunization records? Y / N

If No, do you have a catch up plan in place with your child's PCP? Y / N

____ Intl. *I understand that I must submit the most recent copy of my child's immunization records prior to enrollment in any of the Club's childcare programs. If your child received any NEW shots, please give the Club a copy to keep on file.*

GRANT/ HOUSEHOLD INFORMATION

This information is used for grants, funding and reporting purposes. All of our Clubhouses and programs rely on this information to maintain the services we provide and keeping the cost as low as possible.

It is not shared with the public or in the member's program space.

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: SNAP Free Lunch Reduced Lunch

Does anyone in the household receive: SSDI SSI TANF or Day Care Voucher

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 _____

Releases & Policy Information Continues on NEXT page

RELEASES & POLICY INFORMATION

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.

CHILDCARE PAYMENT POLICY

_____ Payments will be withdrawn from the account provided to the Club every Friday unless other arrangements have been made with the CFO. This payment is for the upcoming week of service. **Child Care** payments are ONLY processed by ACH Debit Authorization. ACH returned for non-sufficient funds (NSF) will be charged a \$25.00 fee.

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 (2ND Grade-5th Grade)

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

SCHOOL INFORMATION (Pre-K – 5th Grade)

_____ I give my permission to the Boys & Girls Clubs of Kennebec Valley and my child's School to exchange information (such as standardized 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.

OJJP RELEASE (Kindergarten - 5th Grade)

_____ I understand that my school age child will participate in the OJP mentoring program onsite at the Club during the school year.

_____ I understand that the staff of the Club will provide ongoing monitoring during mentor activities.

Parent/Guardian Signature: _____ Date _____

PLEASE PRINT NAME: _____

All **NEW** families registering a child must complete an ACH form and submit 1st weeks payment with this form.
All families that are **RE-REGISTERING** a child, ACH forms are already completed.

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF KENNEBEC VALLEY

Debit Authorization

I (we) hereby authorize the Boys & Girls Clubs of Kennebec Valley, to initiate debit entries to my (our) account indicated below and the financial institution named below, hereinafter called FINANCIAL INSTITUTION, to debit the same to such account for payment of child care. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law. I (we) understand the Boys & Girls Clubs of Kennebec Valley will process the debit entry prior to 2:00pm on Thursdays.

(Financial Institution Name)

(Branch)

(Address)

(City/State)

(Zip)

(Routing Number)

(Account Number)

(Weekly Payment Amount) \$ _____

Type of Acct: _____ Checking

_____ Savings

This authority is to remain in full force and effect until the Boys & Girls Clubs of Kennebec Valley has received a two-week written notification from me (or either one of us) of its termination.

(Print Individual Name)

(Signature)

(Print Individual ID Number)

(Date)

PLEASE ATTACH COPY OF VOIDED CHECK TO THIS FORM!



**BOYS & GIRLS CLUBS
OF KENNEBEC VALLEY**

Sandra M. Prescott Clubhouse

Program Handbook
2025-2026

Infant, Toddler, Early Preschool, Preschool and
School Age K-5



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BOYS & GIRLS CLUBS OF KENNEBEC VALLEY

Child & Club Safety Policy Statement

Implementing a Safety Management System: Our Layers of Safety Protection

At Boys & Girls Clubs of Kennebec Valley, safety is foundational to everything we do. We strive to create safe places where youth and staff thrive and we are committed to maintaining a safe and healthy environment at all times.

To ensure the safety of our operations and services, we are committed to a safety management system to identify, assess and mitigate risks and to continuously improve our safety performance. This requires our unyielding commitment to the following principles:

- Promoting the concept that safety is a core value and precondition to operation.
- Enabling proactive identification, assessment, and mitigation of risks associated with our activities, programs, and services.
- Fostering a positive safety culture through behavioral norms, expectations and “unwritten rules.”
- Prioritizing the safety and health of all individuals involved in our operations and affected stakeholders.
- Conducting risk assessments on a regular basis to proactively address risks and minimize the likelihood and severity of incidents.
- Complying with all applicable laws, regulations, and standards, including the Movement’s membership requirements.
- Actively encouraging the reporting of incidents, near misses and other safety concerns without fear of reprisal.
- Promoting safety awareness through open, regular communication and engagement initiatives.
- Providing comprehensive training to employees, volunteers, and other stakeholders to ensure they are equipped with the knowledge and skills necessary to perform their tasks safely.
- Allocating sufficient resources (people, processes, tools and training) to supporting this safety policy.
- Integrating safety into all aspects of our business planning and decision-making processes.
- Ensuring all employees understand that we all have a daily obligation to pursue safety, quality and compliance as described in this safety policy.

Review and Revision:

This Child & Club Safety policy will be reviewed annually to ensure its continued effectiveness and relevance. It may be revised as necessary to reflect changes in regulations, industry standards, and organizational requirements.

Ingrid L. Starchfield

Administrative Staff Directory

Chief Executive Officer, Ingrid Stanchfield

Chief Financial Officer, Paula Burke

Child Care Director, Jessica Phillis

School Age Program Director, Heather Genest

Assistant Child Care Director, Amanda Chapman

Food Service Director, Niki Prescott

Development Director, Nicole Cooley

Executive Administrative Assistant, Elisha Rice

Office Manager, Monica Cavanagh-Boucher

istanchfield@bgckv.org

pburke@bgckv.org

jphillis@bgckv.org

hgenest@bgckv.org

achapman@bgckv.org

nprescott@bgckv.org

ncooley@bgckv.org

erice@bgckv.org

mcavanaghboucher@bgckv.org

Address / Phone / Fax

Sandra M. Prescott Clubhouse

14 Pray Street Gardiner, Maine 04345

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

Welcome

Thank you for choosing the Boys & Girls Clubs of Kennebec Valley (BGCKV or The Club) to provide care and supervision for your child(ren). BGCKV is a private nonprofit organization who is privately funded by grants, donations and childcare fees. The Club also a licensed Child Care Center who can serve up to 246 children ages 6 weeks to age12.

Mission

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

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 staff 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 while at the Club. The Club encourages every member to develop a moral character while reinforcing high expectations and helping members navigate through early learning, public school, and post-secondary education.

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

achievements of our members.

Family Support: We take our responsibility our members and all our families seriously and work as a team to provide a safe, positive environment for everyone. We 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.

Behavior Expectations

All members of the Club 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. Members and staff who do not abide by this Code of Conduct will be subject to discipline and possible dismissal.

Code of Conduct

1. Members will respect others and their belongings by keeping their hands to themselves.
2. Members will refrain from engaging in name-calling or bullying and will not use unkind words or gestures.
3. Members will follow the directions of the staff and will refrain from engaging in disruptive or unsafe behavior.
4. There will be a **ZERO** tolerance for drugs, alcohol, tobacco or violence.

Discipline / Suspension / Dismissal Policy

Participation in the programs and offerings of BGCKV is a privilege and not a right. The Boys & Girls Clubs of Kennebec Valley reserves the right to discipline, suspend, or dismiss a member from enrollment for any of the following reasons:

1. Violation of the zero tolerance policy. (See Code of Conduct above)
2. Behavioral problems or other violations of the Code of Conduct after attempts to address the behavior have not been successful.
3. Nonpayment
4. Any other failure to comply with the policies in this handbook.

Generally, discipline will follow the following progressive steps, however the Club reserves the right to impose discipline at any step the Club deems appropriate depending on the severity of the behavior.

1. Members will be given a verbal warning to discontinue disruptive behavior. A verbal description of acceptable behavior will be provided at this time. Members may also be asked to take a break in a place away from the situation, but within sight of staff.
2. If disruptive behavior continues, members will be removed from the activities being offered. Staff will document the behavior with a written incident report, a copy of which will be shared with the parents/guardians at the end of the day.
3. If disruptive behavior continues after a written incident report, the parent/guardian will be called to come and meet with staff to discuss the behavior, and may also be asked to remove the member from the program immediately. If parents/guardians refuse to attend a meeting, the member will be suspended until such meeting occurs or dismissed.
4. If the disruptive behavior continues after the discussion with parents/guardians, the member may be suspended from the program for a period of time determined by the

Club. Parents/Guardians will receive written notice if the basis for the basis for the suspension and the length of the suspension, as well as a warning that the member will be dismissed if the behavior continues.

5. If the disruptive behavior continues or is severe, the Club reserves the right to permanently dismiss the member. A dismissed member may not attend and BGCKV programming or any other Clubhouse or CLC program. The parents/guardians will receive written notice of the basis for the dismissal.

The decision to discipline, suspend or dismiss a member from the Club will be made by the Program Director and/or the CEO.

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 from 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.

Rights of Children/Members

All children/members attending the Club have the following rights:

1. Children/members must be free from emotional, physical, and/or sexual abuse, neglect and exploitation.
2. Each child/member has a right to freedom from harmful actions or practices that are detrimental to the child's/member's welfare, and to practices that are potentially harmful to the child/member.
3. Each child/member has a right to an environment that meets the health and safety standards set forth by the State of Maine Child Care Licensing and BGCA.
4. Each child/member must be provided services without discrimination to race, age, national origin, religion, disability, sex, sexual orientation or family composition.
5. Children/members must be treated with dignity, consideration and respect in full recognition of their individuality. This includes the use of developmentally appropriate practices by the Club.
6. Each child/member has the right to the implementation of any plan of service that has been developed for that child/member in conjunction with community or state agencies by the Club.
7. Each child/member has the right to developmentally appropriate activities, materials, and equipment.
8. Children/members with disabilities have a right to reasonable modifications to Club and Child Care policies.

Child Care Licensing Program Descriptions

BGCKV's early childhood program, K-1, and School Age, are inclusive Child Care programs and part of our that follow all Maine State Licensing Rules & Regulations as well as rules and regulations set forth by Boys & Girls Clubs of America (BGCA). Staff will make every attempt to make adaptations or modifications necessary to meet the needs of the children when possible. The Club is unable to provide one-on-one staffing for any child at any of our locations. We will do our best to work with parents/guardians and/or outside agencies to support the child's needs while in our care.

Early Childhood Programs (6 weeks - Preschool) – Year-Round Programming

Early Childhood Curriculum

Early childhood educators at BGCKV's Sandra M. Prescott Clubhouse use developmentally appropriate practice and consider the unique needs of all children when planning the weekly curriculum. Our infant and toddler programs use Creative Curriculum Infants, Toddlers and Twos to create a more individualized lesson plan. Most infants and toddlers develop at different paces which is why we strive to nurture everyday moments with our youngest learners. This curriculum builds daily routines and creates meaningful learning experiences.

Our two preschool programs use the Pre-K for ME curriculum. This research-based, whole child curriculum meets the requirements of Chapter 124: Public Preschool Program Standards and is developmentally appropriate for preschool children. Pre-K for ME is intended to support any preschool teacher in providing a rich, play-based, intentional curriculum that is aligned to Maine's Early Learning and Development Standards as well as the Head Start Early Learning Outcomes Framework. Pre-K for ME builds social-emotional, executive function, language, literacy, math, and vocabulary skills. In addition, students' conceptual knowledge around a variety of topics is enhanced an important component for school success.

Early Childhood Program Hours

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

Infant Care ages 6 weeks to around 18 months

Group Ratio

1 Staff to 4 children / Group Max 8 Infants

Daily Activities

Playing with age-appropriate toys, dabbling with art, imitating and pretending, enjoying stories and books, tasting and preparing food, exploring sand and water, having fun with music and movement, and outside activities.

Developing routines: Hellos and good-byes, diapering, eating and mealtimes, naptime, and getting dressed.

Daily Schedule

Bottles are fed on demand of the child and/or the request of the parents/guardians. Table foods are offered upon the parent/guardian request. Menus are available once the child reaches solid food stage. The Club provides breakfast, lunch and an afternoon snack. Naps are on demand of the children and/or at the parent/guardian request. Diapering is done every two hours or sooner if needed. When the weather permits our infants can use our outside space designed especially for them. Throughout the day our infants participate in other activities to aid in their development and develop routines.

The Club provides

Breakfast, lunch and a snack for infants at finger food stage and up.

Parents/Guardians provide

Breast milk/formula, bottles & nipples (enough for each feeding for the day), pacifier, diapers, wipes, extra clothing for each day, cereal, stage foods and any specialty foods the Club is unable to provide.

Toddler Care ages around 15 months up to 3 years

Group ratio

1 staff to 5 children / Group Max 10 Toddlers

Daily Schedule

Children participate in open learning during drop off time. Breakfast is offered around 7:30 am and can be served until 8:30 am. After breakfast staff focus on toilet learning, self-help skills, developing routines and good hygiene skills. Throughout the day our toddlers participate in activities that are developmentally appropriate and engage them in early learning through play. To improve their gross motor skills our toddlers go outside (weather pending) or to the gym daily. Lunch is served before rest time and an afternoon snack is provided once everyone is awake. The afternoon consists of more age-appropriate activities and open learning. Toilet learning and diapering takes place every two hours throughout the day or sooner if necessary.

Parents/Guardians provide

Diapers, wipes & extra clothes and any specialty food we are unable to provide.

Early Preschool Care ages 2 ½ years up to 4 years

Group Ratio

1 staff to 7 children / Group Max 14 Children

Daily Schedule

Children participate in open learning during drop off time. Breakfast begins at 7:30 am and can be served as late as 8:30 am. Children participate in morning circle to prepare them for the day. Staff focus on toilet learning, self-help skills and pre-writing skills along with participating in activities from the curriculum. Children go outside (weather pending) or to the gym at least once each day for gross motor time. Lunch is offered at 11:00 am followed by nap time. An afternoon snack is provided after everyone is awake. Afternoons consist of age-appropriate activities, outside time and open learning. Toilet learning and diapering takes place every 2 hours throughout the day or on demand based on the child's needs.

Parents/Guardians provide

Diapers, wipes & extra clothes and any specialty food we are unable to provide.

Preschool age 3 to 5 years (Must be fully toilet trained)

Group Ratio

1 staff to 10 children / Group Max 20 Children

Daily Schedule

The Preschool Program provides a variety of fun and educational activities to help your child feel comfortable learning and playing in a larger group setting. Children participate in open learning during drop off time. Breakfast is offered at 7:30 am and can be served as late as 8:30 am. Daily circle time is around 9:00 am where children prepare to start their day. Daily centers

such as arts & crafts, music & movement, games, dramatic play, prewriting, and other literacy activities are offered each day. Children go outside and/or have gym time each day. Lunch is offered at 11:00 am followed by a rest time which ends around 2:30 pm. After rest time a snack is provided. Additional outside time or opening learning is offered for the afternoon. All children must be fully toilet trained to be enrolled in our preschool program. There is a child use only bathroom in the classroom and available when needed. We ask parents to bring a change of clothes and any specialty food we are unable to provide.

School Age Programming – Kindergarten & 1st Grade AND 2nd through 5th Grade

School Age Program Hours

School Days 6:30 am to 8:30 am / 3:00 pm to 5:30 pm

Early Release Days 6:30 am to 8:30 am / 12:00 pm to 5:30

pm Full Day Care 6:30 am to 5:30 pm

Kindergarten & 1 Grade-Year-Round Program

Group ratio

1 Staff to 13 children

Program Description

The K-1 program provides a transitional space for children who are in their early years of school. The Club has created a space where members can participate in a variety of enrichment activities, exploring & playing outside, and enjoying occasional gym time after school. Our K-1 program is a year round program, payment is expected each week unless a two-week notice has been provided from the parent/guardian. MSAD 11 provides transportation to and from school and parents/guardians provide transportation home before the close of the day. The K-1 program runs before & after school, on no school days' / vacation days, early release days and most snow days. Before school breakfast is offered and after school a small meal or snack is offered. On days that members are here for the full day lunch is also provided. After school is released for the summer vacation occasionally the K-1 group attends field trips and enjoys water play outside. Spaces are limited in our K-1 program and residents of Gardiner, South Gardiner, West Gardiner, Randolph and Pittston have priority over other towns.

School Age Program Grades 2-5 - Year-Round Program

Group ratio

1 Staff to 13 children

Program Description

Children who are enrolled in 2nd through 5th grade make up our school age program. Children participate in outside activities, gym time, homework help, arts and crafts and other enrichment activities. The Club offers breakfast before school and a small meal or snack after school. Lunch is provided on full days of care. Transportation is provided to and from school for all the MSAD 11 schools. Parents/Guardians need to provide transportation home from the Club. Throughout the year members occasionally go on field trips to a variety of places. Parents/Guardians are provided with a monthly calendar to keep them informed of all the events and activities. Spaces are limited in our school age program and residents of Gardiner, South Gardiner, West Gardiner, Randolph and Pittston have first priority over other towns.

Registration Process & Payment Policies

Program Orientation

BGCKV requires parents/guardians who are enrolling children into one of our licensed Child Care programs to schedule a 30-minute orientation with the Program Director prior to the child(ren) starting. This meeting will help parents/guardians and the child(ren) transition into the program. Parents/Guardians are welcome to visit the Club at any time without notice. Our open-door policy fosters trust among parents/guardians and staff. At the orientation meeting all parents/guardians will be expected to provide an up-to-date immunization record for their child(ren) up to the age of 12. Families that are enrolling infants may also be required to provide a birth certificate to verify the age of the child.

Translation App

The Club uses the Translation App which is found in the Apple Store or Google Play Store. This app is used to communicate with families that come to any of our Clubhouses or are interested in any Club programming with English as their second language.

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 (if applicable), program forms (if applicable), and ACH form (if applicable).
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 a child on the Club's wait list.
3. Schedule the 30-minute registration meeting with the program director prior to your member attending.
4. Submit verification of updated immunization records for all members 12 and under.
5. Submit birth certificate for all members starting under the age of 6 months.
6. Enroll in the Remind App for program communication from Club staff.

Leaving the Program

When withdrawing a member from any Child Care program at any of our locations, we require parents/guardians to complete a two week notice form. Payment will be withdrawn each week unless a two week notice form is completed. Payment is expected for the last two weeks of care even if your member does not attend. When leaving the Boys & Girls Clubs of Kennebec Valley, you must be in good standing to enroll later and/or to participate in any sports programs affiliated with the Club.

Member Information

The Club needs to be notified of any changes to phone numbers, address, 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 the 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. Parents/Guardians can also communicate with staff during drop off and pick up time or by phone.

Payments

All Child Care payments 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 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. CCAP is only doing online applications. Families can go to <https://www.maine.gov/dhhs/ocfs/support-for-families/child-care/paying-for-child-care>

Effective 07/01/2024

FAMILY SIZE	ANNUAL INCOME	MONTHLY INCOME (ANNUAL/12)	WEEKLY INCOME (ANNUAL/52)
1	\$68,067.35	\$5,672.28	\$1,308.99
2	\$89,011.15	\$7,417.60	\$1,711.75
3	\$109,954.95	\$9,162.91	\$2,114.52
4	\$130,898.75	\$10,908.23	\$2,517.28
5	\$151,842.55	\$12,653.55	\$2,920.05
6	\$172,786.35	\$14,398.86	\$3,322.81
7	\$176,713.31	\$14,726.11	\$3,398.33
8	\$180,640.27	\$15,053.36	\$3,473.85
9	\$184,567.23	\$15,380.60	\$3,549.37
10	\$188,494.20	\$15,707.85	\$3,624.89

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 that 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.

Program Fees

Infant \$275.00 per week

Toddler \$250.00 per week

Early Preschool \$250.00 per week

Preschool \$267.00 per week

School Year K-5th Grade \$135.00 per week

Full-Time Care K-5th Grade \$180.00 per week (this fee applies after the 1st full week school is release for summer)

Program Holidays

Labor Day

Monday, September 1st, 2025

Indigenous Peoples' Day

Monday, October 13th, 2025

Veteran's Day

Tuesday, November 11th, 2025

Thanksgiving & Day After

Thursday & Friday, November 27th & 28th, 2025

Martin Luther King Jr. Day

Monday, January 19th, 2026

President's Day

Monday, February 16th, 2026

Patriot's Day

Monday, April 20th, 2026

Memorial Day

Monday, May 25th, 2026

Juneteenth

Friday, June 19th, 2026

Independence Day

Friday, July 3rd, 2026

Full payment is expected for all holiday weeks.

Shutdown Weeks/Days

August Shutdown

August 18th-22nd, 2025

December Shutdown

December 24th- January 2nd, 2026

The Club will **NOT** require payment for weeks listed above.

Club Expectation, Policies and Procedures

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 at all locations. Scan cards are made available to members at the SMP Clubhouse. Please use them upon arrival and departure.
- All entries and exits to the all our locations are controlled and monitored by an adult staff member over the age of 18 during all hours of operation.
- Entrance to the Clubs are through the front doors of the building or by a designated door which parents/guardians are made aware of. All Child Care members need to be walked into the building and to the program space.
- Parents/Guardians must dress appropriately while at the Club. Please see appropriate

attire policy below.

- If your child(ren) will be absent from Child Care, please call the Club. We are required by the State of Maine Child Care Subsidy Program to report unexplained absences within one month.
- Please turn off your vehicle when dropping off and picking up. We do not want anyone getting injured by an unattended vehicle.
- Any member that is registered in a Child Care program may not leave the building by their self or with someone who is not listed on the member's registration form. A phone call or written permission from the parents/guardians will be expected when someone new is picking up.
- Only adults over the **age of 18** may sign a child(ren) out.
- As a licensed Child Care we do not have the right to refuse pick-up by a parent/guardian unless there is a court order.
- 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.
- Do not park in handicap parking spaces if you do not have a handicap license plate.
- Do not allow children to use the handicap entrance and exit buttons unless they are handicapped.

Appropriate Attire

All members and parents/guardians need to wear appropriate attire while at the Club or Club events. All programs go outside throughout the year and need to come to the Club prepared for whatever the weather is. 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.

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).

Supporting Developmental Needs of Members

For the Club to support the developmental needs of children/members of all ages the Club requests that any child/member with and IEP or IFSP submit a copy upon registration for the child/member file. This will help staff better understand the child/member emotional and/or mental capacity.

The Club can refer a child under the age of 5 for social, emotional, and developmental needs. The following are steps that need to be taken if a referral is requested for a member.

1. The staff member and parent/guardian will have a joint verbal conversation about concerns they may have for the member. With parent/guardian permission the supervisor will make a referral.
2. Classroom staff are responsible for reporting concerns about any member's emotional, social, cognitive, or physical development to their supervisor.
3. After the referral is made the parent/guardian would be contacted by CDS (Child Development Services) or any other agency that they referral was made too, to

discuss what options, screenings, and evaluations would be available to support the member's needs.

4. Classroom teachers and/or supervisors will attend the follow-up meetings if necessary to help the member with recommended services.

Sleep Safe Policy

All infants under the age of one are placed on their backs in a crib or pack n' play without any objects such as but not limited to blankets, bumpers, stuffed animals or bibs. If your child falls asleep in a bouncer or a swing staff will move the child to their crib or pack n' play. If the child wakes up during the transition staff will make every attempt to get the child back to sleep.

Playground Policy

Early Preschool & Preschool

The playground utilized by the Preschool and Early Preschool programs will be at the maximum of 34 children at a time. There will be four staff on the playground keeping the ratio to 1:7 for Early Preschool and 1:10 for Preschool. Staff will be positioned to be sure that all zones of the playground are supervised. The four zones of the playground are climber area, sandbox area, patio and center lawn. A staff will be supervising these areas at all times and will rotate if needed to interact with children or to meet the needs of other children.

Infant & Toddler

The playground utilized by the Infant and Toddler programs will be a maximum of 18 kids at a time. There will be 4 staff on the playground keeping the 1:4 ratio for Infant and 1:5 for Toddler. Staff will be positioned to be sure that all zones of the playground are supervised. The four zones of the playground are slide area, sandbox area, patio and center lawn. A staff will be supervising these areas at all times and will rotate if needed to interact with children or to the needs of children. Both the Infant and Toddler programs have a dedicated space and this situation may only arise on occasions.

Health & Medication

1. Please keep our staff informed of the health and well-being of your child.
2. After exhibiting diarrhea, vomiting or a fever, the child may not attend or will be sent home if happens while at the Club. Keep your child/member home for at least 24 hours after their symptoms have passed.
3. Child/member should be fever free and symptom free for 24 hours without fever-reducing or any other medicine before returning to the Club.
4. A fever is defined as 100.4° F.
5. A note from the child's/members physician declaring the child/member is well and free of communicable disease may be required to return to the program at the Director's request.
6. If your /member becomes ill while with us, we will contact a parent/guardian or an emergency contact person on registration form if the parent/guardian cannot be reached.
7. A health policy form will be completed by program staff when a child/member leaves the Club due to an illness. Both the staff and the parent/guardian must sign the form.
8. If a child/members does contract a communicable disease and exposure notice will be sent out through the Remind App.

Medication

1. If a child/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 child's/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 child/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 record 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.

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.

Toileting

Any child/member enrolled in the Preschool through Teen Center programs must be completely toilet trained to enroll. This includes Chelsea, Palermo and Whitefield locations. If an accident were to occur, the parents/guardians may be called to come to the Club and take care of the situation.

Cloth Diapering

Cloth diapers are welcome at the Club. Parents/Guardians must provide enough diapers for each diaper change daily. The Club changes diaper every 2 hours. There must be a supply of disposable diapers/wipes for back-up in the classroom. If the staff does not have enough supplies needed for the day, the parents/guardians will be called to bring in what is needed. All cloth diapers/wipes need to be placed in an appropriate diaper bag supplied by the parents/guardians. Diapers must fit properly to prevent leakage. Soiled diapers/wipes must go home daily. After 3 times of the diapers being left in the classroom parents/guardians will be asked to use disposable diapers & wipes.

Toys and Personal Items from Home

We ask that all children/members leave toys and personal items at home. Child Care members (K-5) may not use cell phones, mp3 players/iPods, DS's or any other such electronic devices from home while in our care. The Club is not responsible for any lost or stolen items while in our care.

Sunscreen Policy

All children/members 6 months and up will be sun screened when going outside unless parents/guardians specify on the registration form. The Club does provide sunscreen but parents/guardians can provide their own if preferred as long as it is not an aerosol spray due to some children's health conditions.

Bug Spray Policy

Children/Members can apply bug spray before arriving at the Club, but not while at the Club or participating in Club programming. Please leave all bug sprays at home. This helps with maintaining a healthy environment for all our children/members who have lung and respiratory problems.

Drug and Alcohol Free Facilities

All Club facilities and events are drugs and alcohol free. If anyone is thought to have been drinking or under the influence of drugs. The member and or parent will be asked to leave and authorities will be called.

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, 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 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.

Transportation to and from School

MSAD 11 provides transportation to and from school when needed. Any child/member are the responsibility of MSAD 11 from the time they board the bus until they are dropped off at school or at the Club.

In the event a child/member doesn't return to the Club on the bus as planned, the following will occur:

1. MSAD 11 transportation will be contacted to see if the member was dropped off at a different location.
2. Parents/Guardians will be contacted to clarify that the child should have gotten off the bus at the Club.

Club Vehicles/Transporting Children

Personal Vehicles

The Club prohibits staff and/or volunteers from transporting any child/member in their private vehicles at any time even during non-working hours. If the staff and child/members family have a pre-existing relationship it must be disclosed to the Program Director and approved by the CEO.

Club Vehicles

To maintain and increase the longevity of Club owned vehicles, the Club has policies

and procedures for the designated drivers of vehicles. Each driver must be approved by the CEO, have a recent motor vehicle check through Frist Advantage and/or the State of Maine, and be put on the Club's insurance. Every driver is responsible for protecting the Club's investments and ensuring Club members that are being transported are safe and continue to benefit from our transportation resources.

Child Abuse Prevention Policy

The priority of 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.

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.

Supervision

The Club must abide by regulations set forth by Child Care Licensing and Boys & Girls Clubs of America. BGCKV is committed to providing a safe environment. All Club activities and programs spaces are always under continuous supervision by sight or sound (for restroom supervision) by an appropriate adult staff (18 or over). To ensure appropriate supervision staff:

- Must always maintain proper supervision ratios
 - Infant (6 wks. to 18 mon.) 1 Staff to 4 Children – Max Room Size 8
 - Toddler (12 mon. to 2 ½ yrs.) 1 Staff to 5 Children – Max Room Size 10
 - Early Preschool (2 ½ to 4 yrs.) 1 Staff to 7 Children – Max Room Size 14
 - Preschool (3 to 5 yrs.) 1 Staff to 20 Children – Max Room Size 20
 - School Age (Kindergarten or age 5 to 5th Grade or age 12) 1 Staff to 13 Children

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.

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.

Safety Committee

The Club maintains a board-lead safety committee that is made up of board members, Club leadership, local fire and police personnel, parents, and mental health professionals. The committee meets at least three times per year and is responsible for reviewing all safety policies set forth by the Club which include the Emergency Operational Policies. These policies are review annually.

CPR & First Aid Training

All BGCKV youth development professionals and child care workers are trained in CRP & First Aid within 90 days of the start of employment as required by Maine State Child Care Licensing.

Safety Partnerships

Locally, BGCKV has partnered with Spurwink Mental Health Services and local emergency personnel to provide our staff, members, families, and volunteers assistance if a situation arises.

Nationally, BGCA works with experts in areas of safety, security, and technology to develop plans for local Clubs. Partners include:

- National Child Safety Advisory Trask Force
- Blue Ribbon Taskforce
- Mental Health First Aid
- Crisis Text Line that included a Child Safety Hotline 1-866-607-SAFE (7233)

Fire Drills / Emergency Evacuation Plan

Monthly fire drills are conducted as well as two evacuation emergency drills annually to help members and staff practice how to transition safely out of the building in the event of an emergency. All drills are logged and kept in a designated area. The following steps must be followed when performing a drill.

1. Security company must be notified before the fire drill is conducted.
2. Alarm can be pulled, triggered in the fire panel or another alarm used to alert the members.
3. Staff shut lights off, close windows, get attendance sheets, emergency kits and shut the door as they exit their classrooms or space.
4. Staff make sure that all kids in attendance in their classrooms are cleared from the building and in the safe zone and accounted for.
5. Assigned staff members will complete a building check.
6. Once the building is cleared in the fire panel silent the alarm and put the alarm back into place.

7. Inform staff and kids that it is safe to re-enter the building.
8. Call the Security company back so they can reset the system.

If there was an actual emergency and the building needed to be evacuated parent/guardians would be informed as soon as all members, staff and anyone else inside the building are in a safe location. Each Clubhouse has a designated SAFE ZONE offsite if relocation is necessary. If any Clubhouse or site needs to relocate further away, MSAD 11 transportation would be used for transportation. Emergency information may be transmitted through the Remind App or telephone.

All fire extinguishers and emergency lights on the premises are checked monthly after the drill is complete.

Storm Days, Power Outages and State of Emergency

Child Care programs (infant through 5th Grade) will be open on storm days as much as possible. Closure will only occur if there is a power outage, treacherous road conditions, public health emergency and or the safety of members are at stake.

All closure announcements will be made through the Remind App and our Facebook pages by 6:00 a.m.

Members are obligated to pay for storm days.

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.

Water Safety Policy / Field Trip Policy / Emergency Water Plan

During summer days or in hot weather members may participate in water play which include but not limited to water table, wading pools, slip and slide, water slides, or attend a field trip to a beach. Parents will have advanced notice of the location and times if any member is going to the beach or any other field trip.

All members that participate in water play while onsite will be supervised by a staff who is water safety certified. All beach trips must have a lifeguard on duty either provided by the Club or by the beach. If the lifeguard is provided by the Club that staff member will NOT be counted in the child to staff ratio.

While members are participating in any kind of water play staff must check the water safety checklist before entering the body of water. Once a month both staff and members will complete a water evacuation drill. If an emergency does occur during water play staff will alert the members with an emergency alarm. All members and staff will then evacuate the water and proceed to their safety area. The safety area is located where towels and other belongings are kept during water play or on a beach trip. If the emergency causes members and staff to relocate to another safety area staff will lead members back to the bus or to an area away from the emergency. Once everyone is safe families will be notified by the staff in charge. Child Care members are asked to wear Club shirts while on field trips at all times even while in the water.

Staff Qualifications & Professional Development

All Club staff meet the qualifications set forth by Child Care Licensing Guideline and/or Boys & Girls Clubs of America. See Screening and Onboarding, Required Safety Training for Staff, and Mandated Reported below for more details.

All Child Care staff must complete professional development trainings annually. Part-time staff are required to complete 18 hours while full-time are required to complete 30 hours. These trainings are done through staff meetings, Maine Roads to Quality, Care Course, college courses, or other trainings approved by the Child Care Director.

Screening and Onboarding Policy

BGCKV is committed to selecting and retaining effective staff and volunteers to serve our members. 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 and state background checks on 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 Child Care workers must have fingerprint-based checks completed before employment can start and every five years thereafter through an approved company set forth by childcare licensing.

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.

Required Safety Training for Staff

BGCKV conducts safety trainings 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

All child care staff must also complete a Health & Safety training through Maine Roads to Quality before employment can start, and annually thereafter.

Mandated Reporter

As required by the State of Maine Child Care Licensing and 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. A copy of the State of Maine Care Licensing Regulations regarding abuse and neglect are available in the front office.

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.

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 Child Care Licensing.

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.

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 Child Care Director and/or the 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 classroom or building 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. Infant and Toddler meals need to be packaged in a closed container with a label that has the member's names and date it was prepared. These meals can be refrigerated in the classrooms. Monthly menus are available for all locations.

Food from Home & Treats from Home

On occasion individual programs have holiday parties or classroom celebrations where parents/guardians are asked to bring in special treats. We ask as much as possible for treats to be prepackaged. This prevents treats with unknown ingredients being brought into the classrooms which protects members with allergies. Please make sure that anything brought in is approved by the Child Care Director, Head Teacher or Program Director.

Food and Drink Prepared Onsite

BGCKV Sandra M. Prescott Clubhouse prepares and distributes food/drink for consumption. This site shall comply with all applicable food service sanitation and public health codes. All dangerous kitchen utensils such as knives are properly and securely stored. If such utensils are in program spaces, they are properly and securely stored as well.

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.

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 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 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