



**BOYS & GIRLS CLUB
OF BRISTOL**

School-Based Family Manual



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About the Family Handbook

This School-Based Manual outlines the policies and practices that are important for families who participate in Boys & Girls Club of Bristol programs to know. It was created to present our policies and practices in one reference source and to conform to certain state and federal laws by conveying necessary information to our families. The Boys & Girls Club of Bristol admits all children regardless of race, color, nationality, or religious background. We want to exchange thoughts and information on your child whenever necessary. We welcome families to our sites at any time. Please feel free to share your time, talents, and treasures with us. We would love to see you!

Table of Contents

Section 1: Guiding Principles			
Welcome, Mission, Vision, Objectives, Philosophy and Goals	2	First Aid/CPR/MED Training	12
Priority Outcomes	2	Clubhouse Snacks and Food from Home Policy	12
Five Key Elements	2	Food Allergies	13
Section 2: General Operations		Illness Policy	13
Calendar, Hours of Operation, Cancellations, Schedule changes and Continuity of Operations	3	Daily Health Check	14
Before & After School-Based Locations (Clubhouses)	3	Administration of Medications	14
Licensing / State Licensing, Ratios and Group Sizes	4	Monitoring of Diabetes Policy	15
Admission, Registration, and Membership Information	4	Topical Ointment and Sunscreen	17
Accommodations for Infants and Toddlers	4	Children with Disabilities	17
Vacancy and Waitlist Policy	5	Children with Chronic Medical Conditions	17
Tuition Information	5	Child Abuse and Neglect Policy	18
Summer Camp Tuition Information	6	Supervision of Children Policy	19
Field Trip and Summer Camp Field Trip Policy	7	Discipline Policy	21
Vacation Time Off	7	Child Behavior Management	22
Split Payments	7	Incident Reports and Accident Reports	23
Organizational Balance Owed Policy	7	Social Media Policy	24
Care4Kids Policy	7	Photography, Video and Publicity Policy	24
Summer / Non-School Day Policy	8	Visiting Pets	24
Attendance Policy	8	Emergency Plans	24
Drop Off/Pick Up - Sign In/Sign Out and Absence Policy	8	Human-caused Events	26
Late Pick Up Policy	9	Emergency Lockdown/Intruder Alert Procedure/Practice Drills	27
Withdrawal and Change of Contract Policy	9	Shelter-in-Place Procedure	27
Child Discharge Policy	10	Relocation Process / Reunification with Families	28
Vacancy and Waitlist Policy	10	Section 4: Family Partnerships	
Provisional Enrollment	10	Family Involvement / Access to Program and Facility	28
Child Termination Policy	10	Confidentiality	28
Clothing, Weather Temperatures, and Outdoor Play	10	Staff Communication with Parents	29
Toys and Electronics Policy	11	Parental Behavior Expectations	29
Parent Bulletin Board	11	Grievance – Complaint – Compliment Policy	29
Staff Education and Professional Development	11	A Final Word	29
Educational Program Plan	11	Behavior Management Guidelines	30
Section 3: Health and Safety		Parent acknowledgement of the Boys & Girls Club of Bristol Policies & Procedures	31
Child Health Documents	12		
Immunization Exemptions	12		

Section 1: Guiding Principles

Welcome

The Boys & Girls Club of Bristol School-Based Programs would like to take this opportunity to welcome your family into our program. Please use this School-Based Manual as a reference guide to help answer any questions you may have about our services. If you need further clarifications, please feel comfortable approaching our staff with any questions and concerns in regard to our services. Throughout this manual, the term “parents” will be used to refer to those persons legally responsible for the children enrolled in our programs.

Organizations Mission and Vision Statements

Mission - To inspire and enable all young people, especially those who need us most, to realize their full potential as caring, responsible and productive citizens.

Vision - Provide a world-class Club experience that assures success is within reach of every young person who walks through our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

Objectives

Boys & Girls Club of Bristol programs seek to foster an environment that is satisfying and beneficial on several levels.

Professional

To maintain our reputation and prominence in the community.

Ethical

To naturally integrate our individual and family core values in creating and maintaining a positive environment for everybody involved.

Social

To operate the organization in a way that actively recognizes the central role that our organization plays in the community.

Personal

To maintain an environment that fosters the personal development and goals of individuals.

Philosophy and Goals

The Boys & Girls Club of Bristol Childcare Services are dedicated to providing affordable, accessible, high quality childcare services for the Greater Bristol area. Through a shared partnership between qualified staff and families, we provide your children with a safe, positive, and engaging before and after school experience.

We believe the strength of our program lies in the dedication of our professional staff. We support our youth development professionals with training, resources and freedom to create unique learning experiences for our children. We believe in positive methods of behavior guidance.

Parent involvement is a vital part of a good childcare program. Parents are the most significant adults in a child’s life. We work to create mutual respect between parents, school personnel, and Club staff

resulting in a partnership for the benefit of the child. We have an open-door policy, so you are welcome to drop in at any time.

Goals

- To promote **positive relationships** for all children and adults encourage each child's sense of individual worth.
- Promote the **nutrition and health** of children and protect children and staff from injury and illness.
- Employ a **youth development staff** that has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development, and to support families' diverse needs and interests.
- Establish and maintain collaborative **family relationships**.
- Establish relationships with and use the resources of the **community** to support the achievement of our priority outcomes.
- Provide a safe and healthy **physical environment**.

Implement strong personal, fiscal, and program **management policies** so that all children, families, and staff have high-quality experiences.

Priority Outcomes

Academic Success

Graduate from high school ready for college, trade school, military, or employment.

Good Character and Citizenship

Be an engaged citizen involved in the community, register to vote, and model strong character.

Healthy Lifestyles

Adopt a healthy diet, practice healthy lifestyle choices, and make a lifelong commitment to fitness.

Five Key Elements for Positive Youth Development

We have learned that the level of impact a Club has on young people depends on how often and how long members participate, as well as how well the Club implements the following five key elements:

Safe, Positive Environment

Fun: Club generates fun for 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.

Supportive Relationships

Club youth develop meaningful relationships with peers and adults. Staff members actively cultivate such relationships to ensure that every member feels connected to one or more adults and peers. Staff members demonstrate warmth, caring, appreciation, acceptance and proper guidance in their connections with members.

Opportunities and Expectations

Club youth acquire physical, social, technological, artistic and life skills. Clubs encourage members to develop a moral character and behave ethically. Staff members establish and reinforce high expectations and help young people do well in school and pursue a post-secondary education.

Recognition

Clubs recognize and support young people's self-worth and accomplishments. Staff members encourage youth, provide positive reinforcement as they make improvements, and experience successes. The Club highlights young people's achievements.

Section 2: General Operations

Calendar and Hours of Operation for School-Based Programs

All sites, with the exception of Lake Garda Clubhouse, open at 6:30 a.m. and close promptly at 6 p.m. Lake Garda Clubhouse opens at 7:00 a.m. and closes at 6:00 p.m.

On vacation days, and during the summer, our program opens at 6:30 a.m. and closes at 6 p.m. for school-age children. **Hours are subject to change with advance notice.**

We are open Monday-Friday except for the following holidays and closures:

- New Year's Day
- MLK Day (Staff Professional Development)
- Good Friday
- Memorial Day
- Juneteenth Day
- Independence Day
- The week before Summer Camp begins (June)
- The last week of August (shutdown)
- Labor Day
- Columbus Day (Staff Professional Development)
- Thanksgiving Day and the day after
- Christmas Holiday Recess

Before & After School-Based Locations (Clubhouses)

Greene-Hills Clubhouse greene-hills@bbgc.org (860) 584-7822 ext 7	Hubbell Clubhouse hubbell@bbgc.org (860) 582-7211	Ivy Drive Clubhouse ivy_drive@bbgc.org (860) 583-5450
Lake Garda Clubhouse lake_garda@bbgc.org (860) 675-7830	Mt. View Clubhouse mt_view@bbgc.org (860) 584-8992	Stafford Clubhouse stafford@bbgc.org (860) 584-8201
South Side Clubhouse south_side@bbgc.org (860) 585-1551	West Bristol Clubhouse westbristol@bbgc.org (860) 584-7815	West St. Clubhouse amanda@bbgc.org / barbara@bbgc.org (Holiday, Vacation Days, Snow Days & Summer Camp) (860) 583-4734

State Licensing, Ratios and Group Sizes

The Boys & Girls Club of Bristol is licensed by the Connecticut Office of Early Childhood and follows the statutes and regulations for Childcare Centers. A staff to child ratio of 1 staff per 10 children shall be maintained at all times (indoors and outdoors). At least two staff members shall be present at all times. Group size shall not exceed 20 children. A staff to child ratio of 1 staff per 6 children shall be maintained at all times on any water field trips.

Cancellations and Schedule Changes

In the event our program finds it necessary to change the scheduled days of operation, we shall inform you of this change at least 30 days in advance, so you can make alternative childcare arrangements.

Continuity of Operations

The school-based administrative team will assess the emergency and determine the relocation of the program to ensure continuity of operations until normal operations can be resumed. Families will be notified via phone call of any location changes that are made.

Admission, Registration, and Membership Information

Our program serves children (5yrs – 13yrs old). We provide two types of child development programs: 1) Summer Program, and 2) Before & After School Program. A registration fee is required for each program when enrolling your child for the start of each session. This fee is non-refundable, non-transferable and it is required to complete the registration process. The registration fee includes membership for your child to our Club programs from enrollment date to the end of summer. Due to the quantity of applicants, the turnaround time for enrollment can be as much as 30 days. Dependent on our enrollment and staff to child ratio you may be placed on our waiting list. You will be promptly notified when childcare is available. Only the legal parent/guardian or Department of Children & Families (DCF) caseworker may register a child for our Childcare program. The legal parent/guardian or DCF caseworker that registered the child or the listed authorized persons who are on the financial registration form are the only ones that can make modifications to the child's registration forms.

The club offers recreational and fitness programs, social programs, mentoring, computer classes and various other opportunities for children to develop into productive, caring, and responsible citizens. You will receive information about programs offered at our club facilities throughout the year. For more information, please call (860) 583-4734. Registering for any of our childcare programs automatically gives your child membership to the Boys & Girls Club of Bristol.

Accommodations for Infants and Toddlers

The BBGC School-based Program only cares for children in kindergarten to 8th grade. If families need referrals for infant and toddler childcare, BBGC Staff will refer families to Imagine Nation A Museum Early Learning Center for care or 211 CT's Infoline, sponsored by the United Way.

Vacancy and Waitlist Policy

The Boys & Girls Club of Bristol is a private childcare program available to the public. We accept children on a first come, first serve basis. If space is not available, we will put names on a waiting list on a first come, first served basis. Families are welcome to check in periodically to learn their status on the waitlist. Due to the quantity of applicants, staff to child ratio the acceptance rate from the wait list can be as much as 30 days.

Tuition Information

The Boys & Girls Club of Bristol School-Based Program provides services to all children for a school year session from the first day of school until the last day of school and also for our Summer Camp session for typically 9 weeks, contracts are written separately for each of these sessions that you register for.

Payment is due for the contracted services regardless of absences; including suspension from the program. Your tuition payment will be considered late if not received by 6:00 p.m. on Friday for the next week's childcare service. A late payment fee of \$10.00 may be assessed to your account if payment is not received by Friday at 6:00 p.m. (**Hours are subject to change with advance notice**). Services may be suspended if your account is not brought up to date by the following Friday. Childcare/camp payments are due on Friday for the upcoming week. **Tuition is paid on a weekly basis regardless of the number of weeks/days the program is available.** The parent or guardian that registers the child for the program is the responsible parent, all fees and correspondences are done through this parent. In addition, anyone who receives a statement from us (we will send these out if you fall two weeks behind in payments) must contact the finance department at (860) 540-3109 to either pay the balance in full plus the succeeding Friday's payment or arrange a payment plan. If your childcare services are terminated and you'd like to return, you may be charged a \$25 re-entry fee.

- If you are unable to pay this balance in full we can offer a payment plan to families. Families will be granted two payment plans per school year. Payment plans are not offered during the summer session.
- Clubhouse Directors will not allow care for any child whose parent receives a "Termination Notice" until they receive written or verbal confirmation from finance department or School-Based Administration that the child can resume care.
- If your check is returned for non-payment, a NSF fee in the amount of \$40.00 will be assessed to your account. Our finance department may request that you provide bank checks or money orders for future payments. A money order for the amount of the returned check plus a \$40.00 fee is due within 5 days of receipt.
- For your convenience, the Boys & Girls Club of Bristol accepts Visa and Master Card payments. Automatic weekly payments can also be set up for your convenience. Authorization must be provided in order for us to charge your credit card. Please use the "Credit Card Authorization" form found in your packet if you are interested in this option. For your protection, we do not accept cash.
- Those families who have applied for Care4Kids are responsible for each full week's payment until the Boys & Girls Club of Bristol receives a determination of your weekly subsidy from C4Kids. Once C4Kids determines the exact subsidy parents will pay, the Boys & Girls Club of Bristol will update your tuition agreement (at no charge) and credit or refund the parent for the difference between the subsidy and the actual cost of the childcare service.

Full-Time Care Clients are defined as 5-Day AM & PM

Your weekly fee will be the same every week during the school year, except for school vacations weeks. The tuition includes all half-days and school holidays. We require that you pre-register for all half-days and holidays so that we may adequately staff for these days.

Part-Time Care Clients are defined as 5-Day AM only, 5-Day/ PM only, or 3-Day AM & PM

Your weekly fee will be the same every week during the school year, except for school vacations weeks. The tuition agreement includes half-days. There is an additional fee for school holidays. Your rate for the

day will be adjusted based on your care level if you sign up for care. We require that you pre-register for all half-days and holidays so that we may adequately staff for these days. ***If you do not register you are not guaranteed to have care for that day.*** Please be advised – half-days and holiday will only be available based on the maximum amount per staff to member ratio. *Your tuition agreement will only reflect your standard weekly fee and any add ons will not be reflected.* Changes to your tuition agreement will only be made for C4Kids and/or enrollment updates.

Add On (Half Days, Holidays and Vacation Weeks)

All clients who wish to add additional care must be pre-registered in order to reserve your child's spot. ***If you do not register you are not guaranteed to have care for that day.*** Your rate for the day will be adjusted based on your care level if you sign up for care.

Snow Days

When schools are canceled due to bad weather, childcare is available only at our 255 West Street location, unless the weather is too severe. If we were to close, you will be notified through our local television, BBGC Facebook page, the REMIND App and/or emailed from your Clubhouse Director at your child's site. BBGC will open at 7:30 a.m. on snow days. Childcare spots are available until we reach our maximum licensed capacity. We will try our best to remain open; however, BBGC reserves the right to close at times of threatening or dangerous weather and/or emergency conditions. ***Please be advised*** – snow day childcare will only be available based on the maximum amount per staff to child member ratio. Snow Day care is \$60 per day. Your rate for the day will be adjusted based on your care level.

Summer Camp Tuition Information

We typically host a 9-week session based on the school calendar. Registration for summer camp begins in April of each year. You will be given the option to sign up for one or more weeks of summer camp. All families are required to pay a non-refundable, non-transferable registration fee and deposit for each week that you sign up for. This is required to complete the registration process. Due to the quantity of applicants, the turnaround time can be as much as 2 weeks for summer camp enrollments. If you are a C4Kids client and would like to postpone your start date while you are waiting for your determination from C4Kids, you may do so by contacting our Care4Kids Coordinator at: (860) 540-3110 or amanda@bbgc.org. Please be advised that while you wait for your determination your deposit for the weeks you signed up for is non-refundable and non-transferable. If you sign up for our summer camp program and decide to drop a week or withdrawal from camp, you must submit a change of contract form to the School-Based Administration Office at least 2 weeks prior to your withdrawal to avoid a 50% withdrawal fee to your tuition. ***Deposits for the weeks you signed up for are non-refundable and non-transferable.*** If you do not provide at least 2 weeks notice for the withdrawal, you are responsible for 50% of your child's summer camp fee for that week. You may sign up for additional summer camp weeks pending space is available.

Field Trip and Summer Camp Field Trip Policy

Field trips and nature walks are considered an important part of the educational program and will be taken periodically. The program will provide the same adequate responsible adult supervision for these excursions as is provided children while in attendance at their clubhouse. A permission slip must be signed by the parent and handed in to the Director of School-Based Programs/Clubhouse Director at your site for each and every trip. Field trips can be something very special for a child. Good behavior on the child's part is a pre-requisite for participation for that child's safety. During the summer we offer several field trip experiences for your child's enjoyment. Signed permission slips and fees are required for each

trip. Children signed up for the field trips are required to wear their summer camp t-shirt on field trip days.

Vacation Time Off

Families may request vacation time and may take up to two (2) vacation weeks throughout each school year (not including summer camp) at no charge to you. If families are requesting additional time off, they will be responsible for 50% of the child's tuition for that week as stated in your contract. Vacation time is not carried over from one year to the next and does not carry over to the next session. In order to receive this vacation credit, the School-Based Director must receive the written request at least two (2) weeks in advance. Change of Contract forms are available upon request and is located at the end of this manual.

Split Payments

The parent that registers the child is the responsible parent; tuition cost, all fees, and correspondences are done through this parent. It is the parents' responsibility to coordinate split payments with our accounting office to ensure that your account stays current. All split families who have joint custody and wish to have both parties allowed to discuss information on the child's account, such as what rate/level of care they are signed up for and what the cost/balance is on the account, must list the name of authorized person who we may discuss this account with on the financial agreement form. If an individual is not listed, we will not be able to discuss the account until we receive written confirmation from the parent who registered the child for the program.

Organizational Balance Owed Policy

If a family leaves any of our programs and registers for any other services in our organization with a balance owed to any division, they will not be allowed to register or participate until they pay their balance in full.

Care4Kids Policy

When a parent enrolls a child in our program and applies for C4Kids, the parent is required to pay the full weekly fee until such time as the C4Kids determination has been made. As soon as C4Kids determines the parent fee, we will adjust your account accordingly. As the parent, you are responsible for any portion that C4Kids does not cover with their determination. We recommend that you bring your completed Parent Provider Agreement Form (PPA) directly to the school-based Office located at our West Street facility to ensure that it is processed as quickly as possible. PPAs cannot be submitted to C4K no earlier than 30 days prior to the start of the program. Please be advised that while you wait for your determination your deposit for the weeks you signed up (summer camp) for is non-refundable and non-transferable. Due to the quantity of applicants, the turnaround time can be as much as 30 days. C4Kids Coordinator: (860) 540-3110 or amanda@bbgc.org

Delayed Start Care Option – If you would like to postpone your start date while you wait for your determination from C4Kids, you may do so by contacting our C4Kids Coordinator.

Summer / Non-School Day Policy

During the summer and on any non-school days (vacation weeks, holidays and school-cancelations) our program will operate from our 255 West Street location. Please abide by the following guidelines:

- Storage space for children's belongings is limited. Please only pack what you need for the day.
- Please provide your child with a cold "brown bag" lunch with your child's name on it.
- Enter and exit through the main doors (located on the corner of West Street & Gaylord Street).

- Stop at the front desk to sign your child in/out. (Have your ID ready at pick up)
- At drop off please list your authorized pick-up on the sign in sheet to make pick up a smoother transition.
- Keep toys/electronics at home. **We are not responsible for any lost or stolen items.**
- If your child requires medication, you are responsible for transporting your child's medication to West Street in its original container with prescription label. It is also your responsibility to take the medication with you at the end of session.
- **In order to participate in gym activities, sneakers must be worn in the gym.**

Attendance Policy

If your child has been out for more than ten (10) school days without contacting childcare staff, we will assume that you have withdrawn from the program. If you contact us after this time period to continue in the childcare program, we will accommodate you if space is available and a re-entry fee will be charged. When you enroll your child, you are asked to fill out a registration that states the hours you need childcare. It is extremely important that you adhere to this schedule. We plan our staffing schedule around this information and need to maintain adequate teacher-child ratios at all times. Please call and let your child's Clubhouse staff know if your child is going to be absent for any reason. If you need extra childcare services, please speak with the Clubhouse Director at your site. If we have space available, we will try to accommodate your needs. It is the parent's responsibility to inform their Clubhouse Director of any changes in work, home or emergency phone numbers, work schedules or any additional authorized individuals who may pick up your child.

Drop Off/Pick Up - Sign In/Sign Out and Absence Policy

All children are expected to attend the site at which they are enrolled. Children may not be dropped off before the site is open. Parents must wait until two authorized employees are present at the site. Parents must bring their child directly into the childcare facility and sign-in their child. If your child will be, absent from school, please contact us so that we are not waiting for them on those days. All absences require same day notification. Children in the childcare program must be signed in or out by the parent or by another authorized individual approved by the parent. Families must sign their name (please do not write "Mom" or "Dad") on the sign in/out sheet. Parents must list authorized individuals that can remove their child from the childcare site by submitting names on the registration form's emergency contact list. If the staff does not recognize the person picking up the child, that individual will be asked and is required to present a photo ID. If this information is not available, the child will not be permitted to leave the site. In an emergency, if a parent needs to have their child picked up by an unauthorized person (not listed on the release form), the parent is required to call and speak to the Clubhouse Director and describe the person who will be picking up the child. The Clubhouse Director will confirm the phone call by calling the parent back on the numbers listed on their registration form. If there are any doubts as to who is picking up a child, the parent or emergency contact person will be contacted for more information before releasing the child. If transportation is being arrange from an outside agency, a representative must escort the child into the Clubhouse and sign the child in on the attendance log and a representative must come into the Clubhouse to sign the child out of the program. Showing a valid ID from the agency and agency must be listed on the child's emergency contact list.

Late Pick Up Policy

While we understand that emergencies do arise, we request that parents keep in mind the 6:00 p.m. closing time. (If the Board of Education decides to close early due to inclement weather, the Clubhouse will open upon dismissal and close early at 4:00 p.m.) The BBGC does reserve the right to close completely or early, pending severity of weather. The hours are subject to change for non-school days and summer camp. Late fees will apply to the designated closing time of the Clubhouse program. Please be respectful of our staff and their outside of work commitments. Our late pick-up policy charge is \$25.00 for up to every 15 mins. you are late, per child, past closing time, based on the clock at your child's site. Two staff members at least 18 years of age or older will remain with the child at all times. If your child is not picked up by 6:00 p.m. and you have not contacted us, a staff member will attempt to call the child's parents at their work and home contact numbers. If they cannot be reached, the staff person will attempt to call the emergency contacts and alternate people listed on their registration form. The police will be called after one hour if parents or other adults specified on the permission to release forms cannot be reached. At that time the child will be released to the police. Hours of childcare are subject to change with advance notice. Repeated tardiness or late pick-ups will result in the following procedures:

- 1st offense – written warning and fees
- 2nd offence – one day suspension with fees and tuition due
- One week suspension for every offense thereafter with fees and tuition due or a withdrawal from the program may occur.

Withdrawal and Change of Contract Policy

When changing your tuition agreement or withdrawing your child from our before /after school childcare program, we require a written notice two weeks before any change is needed. ***Parents, who fail to provide a two-week notice, may be charged the full amount for the requested contract change or for the last 2 weeks of tuition (in the case of a withdrawal).*** Care4Kids clients will be responsible for the full weekly tuition if they withdraw without the required two-week written notice. Withdrawal or termination and subsequent re-enrollment may entail a re-entry fee. In a family emergency, please contact Amanda Wiegert the School-Based Director at: amanda@bbgc.org or Barbara Dalton the School-Based Director at: barbara@bbgc.org who may approve an exception. A contract change form is available at the back of this manual. Written notification or a contract change form must be completed, signed and submitted to your Clubhouse Director. Your Clubhouse Director will sign and submit the contract change form to the School-Based Program Administrative Office. The School-Based Administrative Office will then revise your tuition agreement and email you your updated tuition agreement.

Child Discharge Policy

The Boys & Girls Club of Bristol reserves the right to cancel the enrollment of a child with or without notice for the following reasons:

- Non-payment or excessive late payment of tuition
- Non-compliance with policies of the program as outlined in the School-Based Family Manual
- Disruptive behavior by a parent or child in the Clubhouse or on program property
- Physical, emotional, and/or verbal abuse to the staff by a parent or child.
- After following referral procedures and implementing individual plans the educational or behavioral needs of the child or family are beyond reasonable accommodation

This discharge policy is not limited to the above reasons. If Boys & Girls Club of Bristol cannot meet the needs of the parent or child for any reason, we reserve the right to terminate enrollment from the program.

Vacancy and Waitlist Policy

We are a private childcare program available to the public. We accept children on a first come, first serve basis. If space is not available, we will put names on a waitlist on a first come, first serve basis. The families will be contacted on a weekly basis to be sure that they want to remain on the list. Due to the quantity of applicants, and our staff to child ratio, the turnaround time can be as much as 30 days.

Provisional Enrollment

The Boys & Girls Club of Bristol does not have a provisional enrollment period. Please refer to our withdrawal policy.

Child Termination Policy

When the threat of risk or injury cannot be eliminated or reduced, it may become necessary to terminate the child from our program. This decision will be based on the judgment of the School-Based Director and Clubhouse staff members involved in caring for the child's well-being in our program. When termination occurs, it may be immediate based on the severity of the child's behaviors, or a reasonable amount of time may be given to the parent to find alternative childcare. We will attempt to assist the family with recommendations and appropriate resources for alternative care. Boys & Girls Club of Bristol reserves the right, at the discretion of the Director of School-Based Programs, the President or Vice President of Operations, to terminate childcare services due to the inappropriate behavior conducted by any child or parent involved in the care of that child.

Clothing, Weather Temperatures, and Outdoor Play

Families should dress their child appropriately for play, as well as weather conditions. Children go outside daily except when inclement weather occurs. Boys & Girls Club of Bristol staff will use their best judgment on weather indicators for outside play. Please have your child dress appropriately for weather conditions. When the temperature exceeds 80 degrees, more fluids will be provided to children. Children will not play outdoors when administration notifies staff that air quality or weather is unhealthy for outdoor play. Otherwise, all children will go outdoors daily. Children should wear only closed toed shoes for safe play. We cannot keep children indoors without a written order from the pediatrician.

Toys and Electronics Policy

Personal toys and electronics (including but not limited to cell phones, iPods, iPads, Gameboys, etc.) from home are not allowed at your child's Clubhouse, non-school days at West St. or while at Summer Camp.

School Issued Electronics

Members are responsible for keeping the device with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, The Club shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to Club. Please leave cell phones and toy electronics at home.

Theft Policy

The Boys & Girls Club of Bristol is not responsible for any lost or stolen items. Please label all clothing and personal belongings and leave all toys at home.

Parent Bulletin Board

The bulletin board is an important communications tool at all of our Clubhouses. It is used to display menus, newspaper and magazine articles, certificates, messages and information directed to the parents. Other important information (flyers, memos, announcements, permission slips) may be found at the sign-in/sign-out table at each site.

Staff Education and Professional Development

The staff at Boys & Girls Club of Bristol are professionally trained with degrees and/or credits in early childhood education. We take pride in providing our staff with continuing education beyond minimum requirements set by OEC licensing regulations.

Educational Program Plan

Children at the Boys & Girls Club of Bristol will follow a flexible daily schedule that meets the individual needs of the diverse population of children and families served by our program, including those with cultural, language and developmental differences. The daily schedule shall include indoor and outdoor physical activities, which will allow for fine and gross motor development. The daily schedule will include opportunities for problem solving experiences that help to formulate language development and sensory discrimination. Children will have the opportunity to express their own ideas and feelings through creative experiences in all parts of the program, including:

Arts and media	Dramatic play	Music	Motor activity	STEAM/STEM
Cooking	Experiences that promote self-reliance	Health education practices	Outdoor activity	Child initiated and staff initiated experiences
Exploration, discovery & sensory	Varied choices in materials and equipment	Individual and small group activities	Active and quiet play	Quiet activity
Nutritious snacks	National BGCA Programs			

Section 3: Health and Safety

Child Health Documents

In order to attend Boys & Girls Club of Bristol, children must have on file at the center a record of good health and immunization signed by a physician, PA or APRN – current within 3 years. Additionally, children who have special health care needs or developmental variations are required to have an “Individual Plan of Care” (IPC) completed on file.

Immunization Exemptions

Connecticut law requires that before being permitted to attend any childcare center, children must have received all their age-appropriate immunizations. Religious exemptions are only accepted if a child was enrolled prior to April 2021. Medical exemptions are only allowed if the parent/guardian has their child's doctor complete the Student Medical Exemption Certificate for Required Immunizations form. This is the only form allowed per CT OEC. You can request the form from the School-Based Administration. The parent shall accept complete responsibility for the health of the child and certify that the child is in good health. For more information on the CT Immunization Law please visit: OEC Guidance Regarding Public Act 21-6, "An Act Concerning Immunizations."

First Aid/CPR/Meds Training

When the childcare is in operation, there will be at least one (1) staff member who is present and has a current certification in CPR/AED, Medication training in accordance with section 19a-79 of the Connecticut General Statutes, appropriate for all of the children served at the childcare center. If a child requires special medication, the School-based Administration will petition the state and the staff will need to be trained in administering the medication prior to the child starting the program.

Clubhouse Snacks and Food from Home Policy

During the school year and summer program, the Bristol Boys & Girls Club serves a nutritious snack in the morning and a snack after school. During our summer program and vacation days, we request that parents provide their children with a nutritious cold lunch. School-age children will need a cold bagged lunch for vacation days, half days, snow days and during the summer program. *We discourage parents from sending their children to our summer and vacation program with lunches that must be heated up.* With many children in attendance on non-school days, it is extremely difficult to operate a quality program if we are spending a great portion of our day heating up lunches. The Bristol Boys & Girls Club first and foremost responsibility is the safety of your child and all the children we serve, especially as it relates to food allergies. With that being said, if a parent does choose to send an alternate snack in place of what we offer, we request that you communicate with your Clubhouse Director before doing so. The Clubhouse Director will review the medical records of all our Clubhouse members before approving a snack. If a child has a food allergy, we will substitute a snack item with a snack from our menu that your child can safely have.

Food Allergies

The Boys & Girls Club of Bristol first and foremost responsibility is the safety of children as it relates to food allergies. If a parent does choose to send an alternate snack in place of what we offer, you should communicate with your Clubhouse Director before doing so. The Clubhouse Director will review the medical records of all our Clubhouse members for food allergies before approving a snack. If a child has a food allergy, we will substitute a snack item with a snack from our menu that your child can safely have. Because each Clubhouse has children with various medical needs, each Clubhouse Director will have discretion regarding snacks. Snacks not previously approved by the Clubhouse Director may not be served. Snack menus are posted on the Clubhouse's Parent Board at each site, or a copy can be requested from the Clubhouse Director.

Illness Policy

It is the parent’s responsibility to inform the childcare staff about how their child is feeling before dropping them off at the center. Some medications just mask an illness and the symptoms will come back. Please make provisions for alternate childcare when your child is sick.

A child will not be accepted at the center if any of the following symptoms are noted:

- Fever (101 degrees or above) – child may not return for 24 hours after running a fever of 101+ degrees
- Vomiting; diarrhea
- Rash, skin eruptions, swollen glands
- Severe cold - sneezing, coughing, runny nose, watery eyes, etc.
- Red, puss-encrusted eyes

If symptoms of illness occur while a child is in attendance at child care, the following will occur:

- The child shall be placed in a restful area away from the other children.
- The child’s parents or emergency contact shall be called to come for the child.
- The child shall be supervised until the parent or designated adult arrives.
- The child will be given first-aid if needed.
- Pick up must be within **60 minutes** after contacting a parent or authorized individual.

Please keep your child home if he/she is diagnosed as having any of the following diseases:

Disease	When a child may safely return to the Childcare Center	Physician’s Note Required?
Pink Eye	When your physician tells you it is safe	No
Bacterial Meningitis	When the health department indicates it’s safe	Yes
Chicken Pox	One week after the rash begins or when all chicken pox are scabbed over	No
Diarrhea	When he/she no longer has diarrhea	No
Diphtheria	When your physician tells you it is safe	Yes
Hepatitis A (Whooping Cough)	One week after illness begins; four weeks after intense coughing begins or five days after antibiotic treatment begins	Yes
Rubella (German Measles)	Five days after the rash; When your physician tells you it is safe	Yes
Vomiting; Diarrhea	Child may not return for 24 hours; when your physician tells you it is safe	No
Streptococcus (Strep Throat)	When your physician tells you it is safe	Yes
Eye Infection	When your physician tells you it is safe	Yes
Scarlet Fever	When your child has been treated as recommended by the healthcare provider	No
Ring Worm	When the health department and your physician indicates it’s safe	No
COVID-19	When the health department and your physician indicates it’s safe	No

Bringing a child with an illness to the center may cause other children or staff to get sick. We ask that you please find an alternate caregiver if your child is sick to avoid other children and staff becoming sick. This might be a relative, neighbor, friend, or other dependable adult you could call when your child is too sick to be at the childcare center. If your child is absent due to a contagious illness or condition and been diagnosed by your child’s health provider, a note is required for them to return to the program to limit the exposure to others of the illness or condition.

Daily Health Check

At the beginning of each day, a BBGC staff will conduct a visual health check of each child. This health check will be conducted as soon as the child enters the childcare and whenever a change in the child’s behavior or appearance is noted while that child is in care. The health check should address:

- Reported or observed illness or injury affecting the child since the last date of attendance.

- Reported or observed changes in behavior of the child (such as lethargy or irritability) or in the appearance (e.g., sad) of the child from the previous day at home or the previous day's attendance at childcare.
- Skin rashes, impetigo, itching or scratching of the skin, itching, or scratching of the scalp, or the presence of one or more live crawling lice.
- A temperature check if the child appears ill (a daily screening temperature check is not recommended)
- Other signs or symptoms of illness and injury (such as drainage from eyes, vomiting, diarrhea, cuts/lacerations, pain, or feeling ill).

The Boys & Girls Club Staff should gain information necessary to complete the daily health check by direct observation of the child, by enquiring with the parent/guardian, and, where applicable, by conversation with the child.

Administration of Medications

All School-Based Program staff, certified in the administration of medications, are permitted to administer to the children's medications that are prescribed by a physician, dentist, Advance Practice Registered Nurse or a Physician Assistant and special medications that are petitioned to and authorized by the State of Connecticut's Department of Public Health. Only the above licensed prescribers can prescribe all medications. The licensed health provider and parent must sign all necessary paperwork before any medications can be administered. No medication may be administered without the completed written order of a licensed health care provider and the written authorization of the child's parent. All medications (prescription and non-prescription) shall be stored in their original containers. Medications must be labeled with the child's first and last name, the date that either the prescription was filled or the recommendation was obtained from the child's licensed health care provider, the name of the licensed health care provider, the expiration date of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it. Please do not include any prescription or over the counter medications in your child's lunch box or bag or backpack. If your work schedule permits, parents may administer medication to their child(ren) on site.

Administration of non-prescription topical medications can be administered to your child if they are the following: ointments which are free of antibiotic, antifungal, or steroidal components; and medicated powders. It is required that the parent complete and sign an "Administration of Non-Prescription Topical Medications Authorization" form and provide the non-prescription medication in its original container with the child's name labeled on it; the name of the medication; and directions for the medication's administration. These medications shall be stored away from food and inaccessible to children.

Documentation of any records of administering medications to individual children will be kept on file at the center and any errors will be reported immediately to the parents. All training manual instructions will be kept on site in an Administration of Medication file. All unused medication will be destroyed if not picked up within one week following the termination of the authorized prescriber's order. Although parents must provide us with necessary medications for their children at each Clubhouse they attend, we require that parents also provide us with a separate set of medications whenever we care for their child off-site, such as on vacation days when schools are closed or snow days.

Although we have accepted your registration and payment, we will only be able to provide care if the medication is on site and the medical forms are completed.

Monitoring of Diabetes Policy

Prior to attending the Boys & Girls Club of Bristol, the parent/guardian of a child with diabetes will meet with the School-Based Director and Nurse Consultant to review the childcare's Monitoring of Diabetes Policy and discuss how the individual needs of the child will be met while at the Center. An individualized plan of care for the child will be developed with the child's parent/guardian and health care provider and updated as necessary. The plan will include appropriate care of the child to prevent and respond to a medical or other emergency and will be signed by the parent/guardian and staff responsible for the care of the child. While the child is in attendance at the Center, a staff person who has been trained in an approved CPR/First Aid course and a Diabetic training in the specific needs of the child with diabetes will be on site while the child is in our care. The School-Based Director will Petition the State for approval. Once the approval has been granted the child may attend the Clubhouse site. At the time of enrollment, the child's parent/guardian will provide the necessary equipment and supplies to meet the child's individualized needs. The glucose testing supplies and (necessary equipment and supplies) will be labeled with the child's name and will remain inaccessible to other children when not in use. A signed agreement from the child's parent/guardian will be provided agreeing to check and maintain the child's equipment in accordance with the manufacturer's instructions, restocks supplies, and removes material to be discarded from the facilities on a daily basis. All materials to be discarded will be kept locked at the Clubhouse until it is given to the child's parent/guardian for disposal.

Parental Responsibilities

1. Provide staff with complete medical history and current information about their child's health and condition.
2. Provide written documentation from a professional medical provider detailing medical care and medication administration instructions and protocols.
3. Provide staff with all required medications approved by child's medical provider(s) which are to be taken at daycare, such as insulin, OminPod instructions etc.
4. Provide staff with materials and equipment necessary for diabetes care and care tasks, including emergency glucagon supplements (if needed), blood glucose testing, insulin administration equipment (if needed), and urine ketone testing.
5. The parent/guardian is responsible for the maintenance of the blood glucose testing equipment (i.e. cleaning and performing controlled testing per the manufacturer's instructions) and should provide materials necessary to ensure proper disposal of materials.
6. Provide information about child's daily meal/snack restrictions and schedule.
7. Work with staff to develop an individualized health care plan which accommodates their child's health care needs.
8. Replace medications/supplies as they expire or when they are completely used up.

Staff Training and Responsibilities

1. Annual training (at the beginning of school year/summer camp and/or as diabetes management plan changes) will be administered to all school-age staff who are certified at the specific site that will include but is not limited to the overview of diabetes, how to recognize and respond to hypoglycemia (low blood glucose) and hyperglycemia (high blood glucose) and who to contact for help in an emergency by a certified nurse consultant.
2. Training material will be updated at least every three years when a child with diabetes who requires finger stick blood glucose testing is present at the facility.

3. Training designed for child care personnel who have responsibility for the student with diabetes, specific instructions for what to do in case of an emergency, roles and responsibilities of individual staff members, expanded overview of diabetes, procedures and brief overview of the operation of devices (or equipment) commonly used by students with diabetes, impact of hypoglycemia (low blood glucose) or hyperglycemia (high blood glucose) on behavior, learning, and other activities.
4. Have knowledge of the student's Individualized Health Care Plan (IHP), 504 Plan, IEP, or other education plan, the student's emergency care plans and how to activate emergency medical services in case of a diabetes emergency, general training on diabetes care tasks: blood glucose monitoring, ketone testing (urine and blood), insulin administration, glucagon administration and basic carbohydrate counting.
5. Review health records submitted by parents/guardians and physicians
6. Review Monitoring of Diabetes Policy with parents/guardians.
7. Communicate directly and regularly with parents/guardians to ensure that their child's individual diabetes management plan is current.
8. Staff trained to 1) perform finger stick blood glucose monitoring and record the results; 2) take appropriate actions for blood glucose levels outside of the target ranges as indicated in the student's Diabetes Medical Management Plan; and 3) test the urine or blood for ketones, when necessary, and respond to the results.

Proper storage, maintenance and disposal of testing materials and supplies

1. All needles, lancets, and other supplies you may have to use while testing are disposed of in an appropriate sharps container.
2. The parent/guardian is responsible for the maintenance of the blood glucose testing equipment (i.e., cleaning and performing controlled testing per the manufacturer's instructions) and should provide materials necessary to ensure proper disposal of materials.
3. Keep medications in easily accessible and secure locations, out of reach of other children.

Record Keeping

1. The diabetes record will be documented after each finger stick, patterns of blood glucose values, food intake, bolus and ketones will be documented on the Glucose Monitoring Record Form daily. The parent/guardian will sign the form when the form is completed. Parent is notified immediately of high and low sugars. Glucose Monitoring Record Form should be kept at the facility with the diabetes supplies for the staff or child to record test results; blood glucose values should be transmitted to the parent/guardian for review as often as requested.

Reporting test results, incidents and emergencies to the child's parent(s) and the child's physician, physician assistant or advanced practice registered nurse.

1. Parent shall be notified immediately by phone call of any incidents and/or emergencies and they shall be documented in writing on the child's Glucose Monitoring Record Form that may happen with the child. Parent will then notify child's physician, physician assistant or advanced practice registered nurse.

Location where tests occur that is respectful of the child's privacy and safety needs.

2. The testing location will occur in a location that is respectful of the child's privacy and safety needs.

Topical Ointment and Sunscreen

The Department of Public Health and the Boys & Girls Club of Bristol require the parent to sign a form to give us permission to apply topical non-prescription medications to their child when needed or requested. Topical non-prescription medications include items such as sunscreen or sun block with UVB and UVA protection of SPF 15 or higher and only insect repellent containing DEET can be used. These containers must be labeled with the child's name and stored in a designated area until needed.

Children with Disabilities

The Boys & Girls Club of Bristol will not assume that a child's disabilities are too severe for the child to be integrated successfully into the childcare program. BBGC will make an individualized assessment about whether it can meet the particular needs of the child cannot exclude children with disabilities from their programs unless their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program. In making this assessment, the childcare staff must not react to unfounded preconceptions or stereotypes about what children with disabilities can or cannot do, or how much assistance they may require. Prior to enrollment, the parent will need to disclose and discuss this with the School-based Directors and any other professionals (such as educators or health care professionals) who work with the child in other contexts to see if the program would be a good fit for the child. Failure to discuss your child's disabilities may lead up to termination of care. If your child needs or receives individualized attention at school etc. a para, the parent/guardian is responsible for providing a one-to-one and any additional fees for one-to-one supervisor for your child while at the program.

Children with Chronic Medical Conditions

The Boys & Girls Club of Bristol does not discriminate in the provision of services to children with disabilities or chronic medical conditions, and will make reasonable modifications for children with disabilities, medical conditions upon request from the child's parent, unless such a request amounts to a fundamental alteration of the program. On receiving a request for a reasonable modification for a child with a disability, the Boys & Girls Club of Bristol shall conduct an individualized assessment of the child's needs resulting from his/her disability. This assessment shall include, where appropriate, initiating a discussion with the parent(s) and, at the request of parents or guardians and when necessary, authorizations have been given, any professionals (such as educators or health care professionals) who work with children in other contexts to explore what reasonable modification(s) may be available. The School-based Director will petition the state for special medications that may need to be administered. Childcare staff who are supervising the child must obtain appropriate training on any medications that may be prescribed and chronic medical conditions prior to the child starting the program.

Child Abuse and Neglect Policy

Per State of Connecticut Statutes/Regulations, abuse and neglect is a non-accidental physical or mental injury, sexual abuse or neglect of a child under the age of 18 by a person responsible for the child's health, welfare, care, or by a person given access to the child by the responsible persons. Staff will be required to attend bi-annual staff meetings, held in June and September, focusing on the steps for reporting suspected abuse and neglect; organization's policies, documentation requirements and records to be maintained, prevention and detection of abuse and neglect. All new staff hired will be trained in these procedures within 1 week of employment and bi-annually.

Provisions for informing parents of the facility's abuse and neglect policy and procedure and reporting requirements as a mandated reporter. Our childcare facility has a responsibility to prevent child abuse and neglect of children enrolled in the program or facility. The forms of abuse and neglect include physical abuse, sexual abuse, emotional abuse, neglect and at-risk.

If an employee suspects possibility of abuse/neglect, the following reporting procedure must be followed:

1. The reporter shall call the hot line (1-800-842-2288) to make an oral report of suspected abuse to DCF within 12 hours.
2. The reporter will report the suspected abuse to his/her immediate supervisor. Any incidents involving the School-Based Before & After School program will be reported to the Director of School-Based Programs, President or Vice President of Operations or his/her designee will be notified immediately of any reports.
3. A written report is to be filed within 24 hours to DCF by the reporting staff member. All documentation and records may be maintained and stored in the Director's confidential files pending the allegation process.
4. As per state statute, any staff person making a report in "GOOD FAITH" is immune from any liability, civil or criminal action. However, the person may be subject to a penalty if making a false claim.

If the suspected abuse/neglect involves an employee or volunteer of the BBGC, additional procedures will be instituted:

The BBGC Organization supports a zero tolerance for abuse and neglect and will implement immediate action should there be an allegation that a staff member abused or neglected a child.

1. The Director of School-Based Programs will be immediately notified.
2. The Director of School-Based Programs will notify the President or Vice President of Operations.
3. The President or Vice President of Operations will immediately notify the Chief Volunteer Officer of the Board of Directors.
4. The President or Vice President of Operations shall have the option of immediate suspension with pay or reassignment of named employee.
5. The President or Vice President of Operations may schedule a meeting with a special committee to determine the most appropriate action. This committee shall consist of the Chief Volunteer Officer, Chair of the Human Resources Committee, Chair of the Child Care Committee (if involving child care), and any other members deemed appropriate by the President or Vice President of Operations or Chief Volunteer Officer of the Boys & Girls Club of Bristol.
6. The Director of School-Based Programs will notify the Department of Public Health and then the Department of Children and Families of the allegations within 12 hours of the report.

Staff are protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT General Statutes, Section 17a-101e).

The procedure for protecting the child during an allegation involving a staff person:

1. The staff person(s) involved will be removed from the site that the child attends during the investigation.
2. The parents of the child will be notified immediately and informed of the allegation by the Director of School-Based Programs and/or by the President or Vice President of Operations.

3. The child and family may be counseled and supported emotionally by the staff.
4. If additional support is needed for the child and family, outside resources will be referred and implemented (i.e. Wheeler Clinic, 211, etc.)
5. Our social service consultant may be contacted for advice concerning allegations, both for family support and staff support.

The procedure for protecting the child during an allegation involving a parent or others:

1. The staff will notify the Director of School-Based Programs of the child's well-being.
2. The staff will make the child comfortable and maintain the routine for the child's emotional care.
3. If possible, our health consultant (trained nurse) will be asked to assist in the preliminary examination of the child to identify any unusual bruises or marks. If they are not available to examine the child, the Director of School-Based Programs or his/her designee and another staff member will do so.
4. At the discretion of the Director of School-Based Programs, a parent may be notified of the suspected allegation.
5. If the Department of Children and Families has not arrived to investigate the allegation before the parent arrives, the Director of School-Based Programs will request that the parent leave their child in the care of the childcare staff until DCF arrives to ensure the child's safety. If the parent insists on removing their child from the program, the childcare staff or Director of School-Based Programs will not restrain the child from the parent and will inform DCF of the release when it occurs.

Supervision of Children Policy

Developmentally appropriate child to staff ratios shall be met during all hours of operation, including field trips. Training shall be provided to ensure proper placement of staff to ensure the best observation, incident/accident prevention, interaction and supervision of children in both indoor and outdoor locations. No child shall be left alone or unsupervised at any time while on the premises. Individual support and extra attention are needed during individual and group transitions. It is essential that every child be accounted for throughout the day during the time that he or she is in our care. This is particularly important when we are moving children between areas. Teachers must know the exact head count and be able to identify those children in their care. Childcare staff shall supervise by positioning themselves to see as many children as possible; engaging with children while children are at play.

Childcare staff are responsible to inspect the licensed space and playground area daily prior to use by children. This is to ensure a safe play area that is free of broken glass, broken or unsafe equipment or other environmental hazards. This inspection is required for all indoor and outdoor environments.

- A staff to child ratio of 1 staff per 10 children shall be maintained at all times (indoors and outdoors). At least two staff members shall be present at all times.
- Group size shall not exceed 20 children.
- In certain circumstances, when taking children out to the playground, children may have to cross an area that motor vehicles use. If there is an existing traffic barrier available, the site supervisor must ensure that the barrier is closed in a way that prevents traffic from entering the area. If there is no existing traffic barrier, club staff shall place traffic cones along the route children travel to the playground in such a manner that the operator of a motor vehicle would distinguish that the area is designated for pedestrian traffic only. The traffic cones will be in place

prior to children being escorted outside to the playground area.

- Children are escorted inside by staff to use the bathroom as needed; children are never allowed to go indoors or outdoors alone. Ratios are maintained at all times.
- While indoors or outdoors staff shall position themselves around the perimeter of the area and staff shall rotate around the space to monitor children.
- While a child is in the bathroom, a staff member positions themselves outside the door to monitor the child. Staff to child ratios are to be maintained at all times.

Field Trip Supervision

The Director of School-Based Programs and Club staff must collect all permission slips and compile a list of children who are participating in the field trip activity. At no time shall a staff member remove a child from the childcare site without a signed permission slip by the parent.

Staff shall divide the children into smaller groups not exceeding 20 children per two staff members. The staff shall be provided with a list of the children they shall be responsible for and must monitor and supervise these children during the field trip and take attendance throughout the duration of the field trip. Additional staff and parent chaperones shall be assigned for additional supervision.

Childcare site procedures shall be maintained throughout the field trip i.e. bathroom procedures, ratio policy, supervision policies, etc. double and triple checking all attendance lists shall be required prior to leaving the field trip site.

Swimming Policy

Children will be supervised at all times when participating in swimming, wading and water play, whether on site at the facility or on a field trip. There will be a staff member present and directly supervising the group of children, who is certified in CPR/First Aid. All non-swimming children will be clearly identified by a colored wrist band that is visually and easily recognized by lifeguards and staff. A staff/child ratio of 1 staff per 6 children shall be maintained at all times (indoors and outdoors). At least two staff members shall be present at all times. At no time shall a child be left unsupervised. During the summer camp, all children will have the opportunity to swim. A Red Cross certified lifeguard is always on duty when club members are in the water. Your child's safety is our highest priority. Club staff are required and trained to be always engaged with the club members. Staff move around in the water to adjust to the OEC State Regulation of a 1:6 ratio when Club members are swimming. Club members will never be forced to swim if they don't want to, they will not be able to leave the swimming area. An alternative activity will be provided for non-swimmers.

Bus Supervision for Field Trips or Emergency Evacuations

To ensure the safe departure and arrival of our children (or any child arriving by bus), a staff member shall be assigned to monitor the daily bus schedule. This staff member is responsible for checking any notes noted in the attendance log or check the sign-in/sign-out book in the comment section. Staff shall escort the children to and from the bus at all times; no child shall be allowed to board or disembark the bus without staff present. Names of the children are known by all staff members in the program and attendance shall be taken ensuring all children are present at all times. Head counts are routinely done every 15-30 minutes. When children leave the program/field trip to board the bus, staff member(s) shall check each child in and escort them to the bus and monitor them until all have boarded the bus and while on the bus. The staff to child ratio of 1 to 10 shall be monitored for all escorts to and from the bus.

Attendance shall be taken ensuring all children are present. Names of the children are known by all staff members in the program. Head counts are routinely done every 15-30 minutes. Modifications to attendance sign-in/sign-out sheets should be noted immediately when a child leaves or returns.

Communication between staff members regarding number of children in attendance is done at arrivals, departures and transitions.

Under no circumstances shall a staff member accept any information as valid that pertains to a child's whereabouts except from Summer Camp Director or designee while on a field trip or Emergency Evacuations. The word of the bus driver or any other child is considered invalid. If a parent has failed to inform us of their child's illness or schedule change, please remind them of the importance of informing the program of these changes.

Discipline Policy

Atypical Development and Challenging Behaviors

Atypical development shall be defined as that which does not meet established norms for children of the same age group in any of the domains of development including physical, language, motor, self-help, cognitive and social/emotional. Challenging behaviors shall be defined as aggression such as biting, hitting, foul language, pushing, kicking, maliciously spit at another child/staff member or other potentially dangerous acts toward other children or youth development staff. Other examples include foul language, inability to follow rules and comply with directives, escaping from the Clubhouse, outbursts and tantrums, disruption of Clubhouse activities or any act which endangers the health and safety of self or damage to others/property or disrupts the program quality. BBGC staff will not physically restrain club members unless such restraint is necessary to protect the health and safety of the child or other people.

The Boys & Girls Club of Bristol's School-Based program will make every effort to work with the child and parents to improve atypical or challenging behaviors. However, a child may be excluded from the program if the scope of services required exceeds the resources of the staff or the program.

The step-by-step process for assessing, referring and accommodating children with atypical development and/or challenging behaviors is as follows:

1. Club staff shall establish firm but kind interaction with the child.
2. If the child is uncooperative, staff members will contact the Clubhouse Director for assistance. Staff members will remove children from the area to ensure their safety until the child has calmed down. Staff members will make sure that both the child and the group are safe. A staff member will accompany the child away from the group. The child will sit at an area designated by the staff member. This staff member will continually monitor the child until the child is able to return to the group. All children will be supervised at all times.
3. If the child's behavior continues to be out of control, the Director for School-Based Programs will be called for consultation and may make recommendations to call the parent.
4. If the parent is called and does not respond or cannot be reached, the child's emergency contact person will be called.
5. If no one can be reached, then the Director of School-Base Programs, in conference with our consultants, will make the final decision on how to handle the situation.
6. If the consultants are unavailable, the child will be taken to the emergency room for evaluation.

Child Behavior Management

It is the philosophy of the Boys & Girls Club of Bristol to use discipline methods to enhance a child's self-esteem, social development, and problem-solving skills. Our goal is to teach children self-control and pro-social behaviors through Positive Behavior Support Procedures. In this process, we support the child in learning to function both as an individual and as part of a group. The goal is for children to learn self-regulation so that they meet three behavior expectations: to be kind, safe, and responsible. All staff members will receive in-service training in child behavior management and managing challenging behaviors within the first year of employment and as needed thereafter. Staff will implement positive behavior support procedures and guidance as detailed in the ***Behavior Modification Guidelines*** Document. No other behavior management systems or discipline techniques are to be used unless part of an individual behavior management plan (IPC) that has been developed by specialists and approved by the School-Based Director, administration and the family.

Children's development and behavior are taken seriously by the Boys & Girls Club of Bristol. It is the responsibility of our staff and administration to provide a safe, supportive, and developmentally appropriate program to all children to the highest degree possible. Therefore, we will adhere to the following policies on our ***Behavior Modification Guidelines*** Document. Clubhouse members will have continuous supervision by staff during any disciplinary action. Therefore, we will adhere to the following policy on management of children who demonstrate atypical development and/or challenging behaviors. Parents will be responsible for signing the enclosed ***Behavior Modification Guidelines*** agreement listing the steps taken to ensure the safety of their child and others.

All Boys & Girls Club of Bristol staff members are prohibited from any use of abusive, neglectful, corporal, humiliating, frightening punishment or the use of physical restraint unless such restraint is necessary to protect the health and safety of the child or other people.

- Youth Development Professionals use positive techniques of guidance, including logical or natural consequences applied in problem solving situations, redirection, setting clear limits for Clubhouse members, anticipation of and elimination of potential problems, and encouragement of appropriate behavior rather than competition, comparison or criticism.
- Consistent, clear rules are developed in conjunction with children and are discussed with them to make sure they understand.
- Youth Development Professionals describe the situation to encourage children's evaluation of the problem rather than impose the solution.
- Youth Development Professionals do not force children to apologize or explain their behavior but help children recognize another child's feelings.
- Youth Development Professionals abstain from corporal punishment or humiliating or frightening discipline techniques. Food or beverage is never withheld as a discipline device.
- Guidance techniques should be non-punitive and accompanied by rational explanations of expectations. Limits are set for children, but the environment is arranged so that a minimal number of "no's" are necessary, particularly for very young children.

In the event the child's development or behavior remains a concern, the parent will be scheduled to meet with the Director of School-Based Programs and the Clubhouse Director to discuss the possibility of evaluative services. These services may include, but are not limited to, any of the following:

- Health Care Specialist
- Mental Health Professional

- Early Childhood Education Consultant
- Public School Early Intervention Team
- Wheeler Clinic
- 211 Referral

No information about the child will be provided to these agencies or individuals without written consent from the parent. Fees related to these services are the responsibility of the parent. Parents will be required to submit evidence of contact/appointment within one week of referral or the child's attendance may be suspended. Our program agrees to cooperate with consultants and professionals in allowing them to make assessments of the child in his/her educational environment. The parents will provide the results and recommendations of assessments, per their signed agreement, for the appropriate program planning for their child. Follow-up meetings with the parents and re-evaluation of the success of any recommendations for implementation will be noted on a minimum of a bi-weekly basis and sent to parents. The decision to modify or continue programming will be determined by the behavior and success of the child's progress. In such cases where little or no progress is made, or in the case of noncompliance with this policy, parents will have 2 weeks to make new arrangements unless the child is a danger to himself or others, or disruptive to the program quality in which case dismissal shall be immediate.

Incident Reports and Accident Reports

Families will be promptly notified in writing of any situation where children are injured or involved in an incident that has caused harm to themselves or others. A phone call to parents/guardians will take place for any serious injuries or incidents. These reports are completed by staff and reviewed by administration, with a copy kept on file in the School-Based Administrative Office.

Social Media Policy

Understanding that social media such as Facebook, Instagram, Twitter, or any teaching messaging apps (REMIND App) are a popular way of communicating and providing a valuable context for connecting with others, these forums for sharing ideas, news, and experiences carries with it security risks when it involves school-related content that is confidential or proprietary in nature. No staff member, parent or guardian may post on any social media site a photograph of a child other than their own, information of any kind about children other than their own, or disclose any information about a child, family, Clubhouse Site, staff member or the Boys & Girls Club of Bristol. No logos or trademarks of Boys & Girls Club of Bristol can be used without written permission from the organization's administration team. Should parent, guardians, or staff need clarification on the organizations policy or have concerns about the program or its employees, they should be brought directly to the Director of School-Based Programs who can address them immediately and effectively. Please be aware that posting of any information about Boys & Girls Club of Bristol and its families, staff, or program on any form of social media is not endorsed by Boys & Girls Club of Bristol administration other than the content of its own website and social media pages. Any parent, guardian, or staff member who violates this policy may be subject to immediate legal action or termination at the discretion of administration.

Photography, Video and Publicity Policy

Photographs and videos of the children participating in our programs may be taken from time to time and may appear in newspaper, magazines, brochures, or other publicity materials. Your permission for photographs including your child to be used without compensation is part of this agreement. You will find this release form in your registration packet. If you have any concerns, please contact administration.

Visiting Pets

For the protection of our Club Members and Staff, please do not bring your family pet to the childcare program. Occasionally an animal may visit the childcare from an organization, or the children may have contact with animals while on a field trip.

When animals visit our childcare or we go on a field trip, the following policies will be implemented:

- Parents will be notified, in writing, of the type of animal that will be visiting.
- The Clubhouse Director will ensure that no children are allergic to the animal. The animal will be inaccessible to children with pet allergies. Before a child with allergies enters an area where pets have been, it will be cleaned and disinfected.
- The Clubhouse Director will have primary responsibility of supervising all activities associated with the animal's visit as related to safety and hygiene. This includes making sure that the animal has an acceptable temperament for interactions with children and that the animal is current on all vaccinations (if appropriate).
- Any animal that has a history of biting or other aggressive behaviors will not be allowed at the site.
- The animal will be properly cared for while on-site. This is the responsibility of the visiting animal's owner.
- The animal will not be allowed in any food preparation areas.
- Items associated with the animal, including cages, food, water, etc., will not be placed on food-contact surfaces.
- Club Members will be closely supervised while handling the animal. members will be in small groups of while handling the animal.
- Club members will immediately wash hands after handling or feeding the animal. Handwashing will be closely supervised by Club staff.
- After the animal leaves the site, BBGC staff will clean and disinfect the area.
- BBGC Staff will wash their hands after cleaning and sanitizing the area.
- If you wish that your child not participate in an activity where an animal will be present, please let your Clubhouse Director know.
- The Clubhouse Sites will not have animals on site as pets.

Emergency Plans

Snow Days (Late Openings/Early Dismissals) - When schools are delayed in opening or dismissed early, the Boys & Girls Club of Bristol shall follow the procedure outlined below:

- If school is delayed for any amount of time, our sites will open at 7:30 a.m., except Lake Garda School will open at 8:00 a.m.
- If school is dismissed early, our sites will open when school is dismissed. We will close at 4:00 p.m. on early dismissal days.

Snow days (School Cancellations) – When schools are canceled due to bad weather, childcare is available only at our 255 West Street location, unless the weather is too severe. If we were to close, you will be notified through our local television, BBGC Facebook page, the REMIND App and

emailed from your Clubhouse Director at your child's site. BBGC will open at 7:30 a.m. on snow days. Childcare spots are available until we reach our maximum licensed capacity. Please also refer to "Tuition Information" for additional information.

Severe Weather - If weather is threatening or making transportation unsafe before the center is due to open, the parents will be notified through local television, BBGC Facebook page, the REMIND App and emailed from your Clubhouse Director at your child's site that we will be closing or have a late opening. If weather causes unsafe conditions while the children are at our programs, the School-Based Director or Clubhouse Director will determine which emergency procedure will be followed.

- Wait to see if conditions improve.
- **Early closing:** parents will be contacted by phone or email (BBGC choice) and children must be picked up no later than 4:00 p.m. from their childcare center.
- **Staying at Center:** identify a safe area at each childcare center. If center is located in a public school, check with the school administrator for their emergency procedures and locate the safe zone in the center that can be used for shelter (i.e. hallways with no windows, or lavatory areas).
- Clubhouse Director shall post what locations have been identified as a safe zone at your site.
- Staff, under the direction of the Clubhouse Director, shall move children safely to the safe zone.
- Emergency contact information for the site will travel with the Clubhouse Director to be able to notify parents.

Fire – Evacuate entire building immediately according to fire drill procedures. Procedures and diagramed maps are posted at each exit in the licensed childcare area to ensure a safe and immediate exit. An assigned staff person will take the emergency files that will be easily accessible to grab and take with them. This will provide staff members with the proper emergency contact information so parents can be contacted if the facility is unable to be re-entered or children have been transported to a new location. The person in charge will be responsible for taking sign-in/sign-out sheets, portable first aid kit and phones with them. When the staff members have escorted the children to their assigned safe meeting place away from the building, attendance of children will be taken immediately to ensure all have exited the building. The fire department will be contacted according to emergency plan. Each Clubhouse site conducts a monthly fire drill so children are aware of the Clubhouse procedures to exit the building safely.

Evacuation Procedure:

The Boys & Girls Club of Bristol's School-Based Program will provide safe transportation of children to their home if conditions are warranted and safe.

Transportation options:

- Bus Company
- Police
- National Guard
- Company van (if accessible)

Human-caused Events

Assault on Child or Staff

- BBGC Staff will call 911 if any serious medical treatment is needed or if police/medical assistance is required. If BBGC Staff determine that the assault is not serious, staff will administer First Aid treatment to the Child/Staff.
- BBGC Staff will stay with the victim and monitor.
- Victim's family will be notified by BBGC Staff when safe to do so.
- If a serious event occurred, Director of School-based Programs or designee will report incident to OEC.
- BBGC Staff will complete a written incident report at the earliest opportunity; incident reports are kept on file in the School-based Administrative Office and on file at the Clubhouse Site.

Bomb Threat

- During the bomb threat call, BBGC Staff will obtain as much information as possible from the caller.
- BBGC Staff will call 911 and then notify the Director of School-based Programs or designee when safe to do so.
- BBGC Staff and children will evacuate the area immediately
- Emergency personal will determine if it is safe to return to the building, if it is ruled that it is not safe BBGC Staff will notify families and arrange for parent pick up.
- In the event that the program needs to evacuate the area, BBGC Staff will notify families of our evacuation. The staff and children will be transported to our main Club on 255 West St. *Refer to section (Relocation Process / Reunification with Families)
- Director of School-based Programs or designee will report incident to OEC.
- BBGC Staff will complete a written incident report at the earliest opportunity; incident reports are kept on file in the School-based Administrative Office and on file at the Clubhouse Site.

Emergency Lockdown/Intruder Alert Procedure/Practice Drills

From time to time, schools and or centers have been faced with the threat of unauthorized individuals entering the facilities. An intruder is defined as any visitor who, through act or deed, poses a perceived threat to the safety and welfare of children and staff. If any time you are dealing with a person you feel uncomfortable around or fearful for your safety or the safety of others, then you may be faced with an intruder situation. BBGC Staff will follow CT licensing and other applicable regulations for drill frequency and type. Clubhouse Director, staff or designee will conduct monthly practice lockdown drills (and log fire/lockdown drill on their Clubhouse log sheet), which will be identified by using the words "Emergency Lockdown Drill". An actual lockdown will be identified by the words "Emergency Lockdown."

- BBGC Staff will identify and ID all individual prior to access into the Clubhouse.
- If a person(s) enters your facility, assess the situation. If you are uneasy or suspicious of the person(s) BBGC Staff will immediately call 911 and stay on the phone until help arrives; await further instructions from emergency response personnel.
- If children are *outside* when a suspected intruder is in the area, BBGC staff will quickly direct and move children back into the facility for lockdown or to a safe sheltered area. If children are *inside* when a suspected intruder is in the area, BBGC staff will quickly direct and move children to a safe sheltered area for a lockdown. BBGC staff will quiet the children and sit them down in an identified area of the room so they will not be seen through windows or doorways, barricade themselves by moving furniture and whatever else they can find in front of the program door.
- BBGC Staff will take attendance.

- BBGC Staff will give children simple instructions, talk about what is happening and try to keep the children calm.
- BBGC staff and children will remain at this status until notified by the authorities that it is clear and the intruder is no longer a threat; determined by emergency personnel.
- BBGC Clubhouse Director, staff or designee will notify families of the lockdown.
- BBGC Clubhouse Director will complete a written incident report of the incident. Incident reports are kept on file in School-based Administration Office and on site.

Shelter-in-Place Procedure

Shelter-In-Place should be conducted when you are instructed to do so by emergency personnel or your radio or television; or if you see a vapor cloud or smell an unusual odor outside.

1. Gather all children inside into one safe area.
2. Call 911 and notify the Director of School-based Programs or designee. Staff should turn on and listen to the radio, television or use your cell phone and or computer to listen or get emergency information from your local fire or police department.
3. Turn off all fans, heating, cooling, or ventilation systems.
4. Close and lock windows and doors (locked windows seal better) and close as many interior doors as possible.
5. Close off non-essential program areas and storage rooms.
6. Seal gaps around windows, doors, bathroom and kitchen exhaust fans, stove, vents with towels, pre-cut plastic sheeting, wax paper, or aluminum foil and duct tape if air is coming into the program.
7. Stay alert to loudspeaker announcements; emergency personnel from your local police or fire departments may give you specific instructions via loudspeaker or door-to-door.
8. If determined necessary, you can provide a minimal amount of breathing protection by covering mouths and noses with a damp cloth.
9. If told there is danger of explosion, close the window shades, blinds; to avoid injuries, keep children away from windows.
10. BBGC Staff, Director of School-based Programs or designee should stay in touch with responding agencies/emergency personnel
11. BBGC Staff, Director of School-based Programs or designee and emergency personnel in charge will determine whether to stay sheltered in place or to evacuate.
12. BBGC Staff will advise parents not to pick children up from the Clubhouse until the incident is over. The presence of parents searching for their children will only cause confusion and may lead to exposure to toxic chemicals. Once sheltered in place you will not want to open the door to let parents in and out. Have emergency disaster supplies and emergency contact information readily available.
13. Once the incident is over; inform parents, turn ventilation system back on.
14. If children and staff have to evacuate the program area, parents will be notified by a phone call where and when they can pick up their child.
15. Director of School-based Programs or designee will report incident to OEC.
16. Clubhouse Director or designee will complete a written incident report at the earliest opportunity; incident reports are kept on file in the School-based Directors Administrative Office and on site.

Relocation Process / Reunification with Families

In the event that the Clubhouse members need to evacuate, The Boys & Girls Club Bristol's School-Based Program will provide safe transportation of children to 255 West St (if the program is held at 255 West St. children and staff will relocate to the Imagination Museum at 1 Pleasant St. Bristol), if conditions are warranted and safe.

Transportation options:

- Bus Company
 - Police
 - National Guard
 - Company van (if accessible)
- Clubhouse Director or designee will notify parents if evacuated from the program or to alternate location.
 - A CPR, First Aid/MED certified staff will accompany children in the program and if evacuated/relocated.
 - All medications will accompany the child if relocated.
 - Director of School-based Programs or designee will report incident to licensor (OEC)
 - Clubhouse Director or designee will complete a written incident report at the earliest opportunity; incident reports are stored in the School-based Administrative Office and on site.
 - All parents will be notified of incident via phone call.

Section 4: Family Partnerships

Family Involvement / Access to Program and Facility

Our center has an open-door policy. Parents and guardians are encouraged to visit their children whenever possible. The center also plans periodic educational, fun field trips and guest speakers that may do activities with the children. Volunteers are more than welcome.

Confidentiality

No information about any child or family will be shared with any agency or individual without written permission from the parent or guardian.

Staff Communication with Parents

Staff members are always willing to communicate with families over questions and concerns. Please feel free to contact program staff during business hours. Contact information can be found in the index or you may REMIND App message your Clubhouse Director.

Parental Behavior Expectations

The Boys & Girls Club of Bristol is committed to providing the best possible experience for our children and our guests, as well as assuring the safety and overall wellbeing of our children, parents, staff, and volunteers. To achieve this goal, a strong, positive relationship with parents is essential. Therefore, all parents are expected to conduct themselves in a responsible manner consistent with the values of integrity, open communication, and mutual respect. Parents shall always model positive and responsible behavior and a commitment to ethical behavior. In doing so, they not only show children how to appropriately address issues and concerns, but they assure that there is no disrespectful treatment of theirs.

This policy covers a broad range of behaviors considered detrimental to the values and safety of our organization; these behaviors are not all-inclusive. Parents who display inappropriate behavior that disrupts our environment may call for administrative action including police involvement when indicated, involvement of legal counsel, or removal of a child from the program.

We hope that all parents join us in exhibiting behaviors that reflect healthy choices, healthy lifestyles, and respect for others.

General acts of parental misconduct include:

- Any disruptive behavior or comments which are profane, insulting, harassing, sexist, abusive or disrespectful.
- Threatening in any way, a staff member, visitor, parent or child.
- Approaching someone else’s child in order to discuss or chastise them because of that child’s actions towards their child.
- Smoking, taking drugs or consumption of alcohol on the premises.

Enforcement will be based on a careful and fair assessment of each situation and may result in termination of participation in programs.

Grievance – Complaint – Compliment Policy

This procedure is for childcare programs that are licensed under the authority of Connecticut General Statutes Most problems within a day care center are non-life threatening and can be resolved by:

1. Discussing the problem with the Clubhouse Youth Development Professional.
2. Discussing the problem with the Clubhouse Director.
3. Discussing the problem with the Director of School-Based Programs
4. Discussing the problem with the President or Vice President of Operations.
5. If the problem is not resolved, you may contact the Department of Public Health.

In case of an emergency, notify the Connecticut Office of Early Childhood as soon as the emergency is under control. In case of abuse/neglect or life-threatening situations contact the Department of Children and Families at 1-800-842-2288 and the Connecticut Office of Early Childhood – Division of Licensing. All inspection reports and compliance letters are available for your inspection at the childcare program or by contacting the Connecticut Office of Early Childhood division of licensing at:

**450 Columbus Boulevard Suite 302
Hartford, CT 06103
1(800) 282-6063 and 1(860) 500-4450
www.ct.gov/oec/childcare**

A Final Word

The decision to place children in childcare is a difficult one, but sometimes a necessary one for parents to be able to support their families, or to provide their children with an opportunity to socialize and learn. Let us help to make the transition comfortable for both you and your child and make your decision to choose the Boys & Girls Club of Bristol’s childcare programs the right choice for your childcare needs.



Behavior Management Guidelines

The Boys & Girls Club of Bristol top objectives are to provide a safe, positive, and enriching environment for all. The Club staff will make every effort to help children understand clear definitions of acceptable and unacceptable behavior. Each child is responsible for adhering to the following Rules of Conduct:

- Children may not hit, kick, pinch, use foul language, maliciously spit at another child/staff member, or physically violate another staff member or child.
- Children should show due care to the property of their Clubhouse, West St. Site and any other facilities visited, and to the personal belongings of the staff and other children.
- Children may not cause unreasonable and consistent disruptions to the program.
- Children must follow staff instructions, particularly where safety is involved.
- Children must stay in supervised activity areas unless a staff grants permission to leave to another area. In addition, children are encouraged to show good sportsmanship, respect for self and respect for others.

If children do not adhere to one or more of these rules, the staff shall institute the following behavioral management techniques in order as follows:

1. Counseling and Redirection
2. Time outs / Cool off periods
3. Limiting of privileged activities
4. Suspension from the program (duration TBD from the SB Administration; Clubhouse Director)

If these positive disciplining techniques are ineffective, an incident report must be logged on an Incident Report Form. The Clubhouse Director will then contact the child’s parents to develop a plan to cooperatively alter the behavior. If the behavior continues, a probationary/suspension notice will be issued to the parents.

Continued violations of our Behavior Modification Guidelines or Organizations policies will result in a written notification of termination from the program. The Boys & Girls Club of Bristol reserves the right to remove a child from the program at any time if he/she engages in persistent disorderly/disruptive conduct or if their behavior is endangering the child, other children, staff members or visitors.

Emergency Behavioral Procedures

In the case of a child who becomes overly aggressive or destructive at any time, program staff will adhere to the following procedures:

1. Staff will counsel the child to calm down.
2. Other children will be removed from the area to ensure their safety until the child has calmed down. One staff member will remain with the child.
3. If the child’s behavior remains out of control, parents will be called to assist or to remove the child from the site.
4. If parents do not respond or are unable to respond, staff will call 911 for assistance in the proper handling of the situation.

***I have received and discussed the Behavior Management Guidelines
with the Boys & Girls Club of Bristol staff.***

Child’s Name (Printed)

Parent’s Name
(Printed)

Parent’s Signature

Date



Parent Acknowledgement of the Bristol Boys & Girls Club Policies & Procedures

I have read, understand, and agree to adhere to the policies and procedures of the Boys & Girls Club of Bristol School-Based Program as outlined in this manual. By checking the boxes below, you agree to the terms outlined below.



Confidentiality - Any confidential information requested is for our records and for the funding our organization receives. The answers you provide will be kept strictly confidential. Your cooperation in providing this information is both appreciated and necessary. I/We approve this application and believe that this child will do well in this experience. I/We understand that competent leadership will be provided I/We acknowledge that all the above information is accurate. I also agree that in the event that any information changes during the time that my child/children are in the care of the Boys & Girls Club of Bristol, I/We will inform the facility immediately.

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 Club of Bristol Boys & Girls Clubs of America, their representatives, successors, insurers, assigns or any other person or entity associated with any of the above organizations 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 organizations, or participation in activities of said organizations either at or away from the Club.



Photographs/Social Media - I/We authorize the Boys & Girls Club of Bristol to have and use photographs of my child (*MED bag pictures are an exception to this and are needed for identification of medication for a child with MEDs on site*), Boys & Girls Club of Bristol Social media accounts, publications, slides, moving pictures or television videotapes of the person named on this application as may be needed for its record, public relations and our marketing department.



Data Collection - I give my permission to the Boys & Girls Club of Bristol to collect information via online or written surveys, questionnaires, interviews, and focus groups from the minor child listed on this application. Any and all information received will be kept strictly confidential. Data gathered through these means will be summarized in the aggregate and will exclude all references to any individual responses. The aggregated results of these analyses may be shared with Club staff, Boys & Girls Clubs of America (BGCA), funders, and other community stakeholders to evidence program effectiveness and/or Club impact on our members.



School Information - I give my permission to the Boys & Girls Club of Bristol and Bristol Public School District to exchange information 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 may be revoked at any time by contacting the Boys & Girls Club in writing.



Data Sharing - I understand that the Boys & Girls Club of Bristol 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 Boys & Girls Club of Bristol, including data collected via surveys or questionnaires. All information provided to BGCA will be kept confidential.



Technology - As a member of the Boys & Girls Club, your child will have access to the Internet. While precautions are being taken, it is possible s/he may access inappropriate sites. The Boys & Girls Club will have rules and consequences at the Club for such behavior; however, we will not be responsible for the consequences of such access.



Miscellaneous - I understand that the Boys & Girls Club is not responsible for lost or stolen items. Parents and Club members are responsible for their own transportation to and from the Club. I give permission for my child's picture, moving pictures, or any other graphic depiction or likeness, to be used by the Boys & Girls Club and its activities. I have read the completed application and this form, understand the rules of the Boys & Girls Club and request who my child be admitted into membership.



Outdoor Play - I give permission for my child to participate in outdoor play and activities at Immanuel Lutheran & St. Ann's parking lot (parking lot only), Rockwell Park and Imagine Nation on non-school days at West St.

These procedures and protocols are subject to change per the Governor's order, OEC or childcare center needs.

Date: _____ Child's Name: _____

Parent's Name: _____ Parent's Signature: _____

This form must be submitted with your completed registration materials.