



**BOYS & GIRLS CLUBS**  
OF THE RED RIVER VALLEY

# PARENT HANDBOOK





**BOYS & GIRLS CLUBS**  
OF THE RED RIVER VALLEY

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The Boys & Girls Clubs of the Red River Valley’s primary means to notify families of unique information is communicated in weekly newsletter, emails, social media, and on our website at <a href="http://www.BGCRRV.org">www.BGCRRV.org</a> .	

## ***Welcome to the Boys & Girls Clubs of the Red River Valley!***

**At the Boys & Girls Clubs of the Red River Valley we have just one focus -- the youth in our community.** But we never take just one approach to help these kids succeed. It takes caring mentors such as our trained Club staff. It takes innovative, quality programs designed to empower youth to excel in school, support their social and emotional well-being, and help them lead healthy productive lives.

We know there are many demands on today's families and we are here to support you. We offer an open-door policy and invite you to visit your child's program site any time. Stay connected with us through our weekly parent newsletters, direct communication from your child's Program Coordinator, our website, and social media channels.

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The Boys & Girls Clubs of the Red River Valley (BGCRRV) is a private, nonprofit corporation serving the Fargo Moorhead area since 1972, operating before- and after-school youth development programs since 1986, and originally recognized as the Fargo Youth Commission. In 2007, we became a charter member of the Boys & Girls Clubs of America.

Our youth development programs provide safe, convenient, flexible, and affordable care for youth; an important need throughout the educational years. We know that flexible childcare can be hard to find and transportation even more difficult to arrange. That's why the BGCRRV, in cooperation with local school districts, offers the convenience of a childcare program at or near your child's school. We are currently licensed to provide services to approximately 1,100 youth in Fargo. Another unique aspect of the BGCRRV program is that you pay only for the days your child is scheduled to attend.

Our Youth Development Staff are thoroughly screened and highly trained. Among the training requirements are First Aid, CPR and AED, Basic Childcare Certification, as well as a minimum of 13-hours of continued education annually. A large majority of our Site Supervisors and Youth Development Staff are college students majoring in fields such as education, family science, or youth development. Team members are enthusiastic and curriculum is evidence-based.

### **Our Mission**

To provide a safe, caring, and fun environment for youth to learn, grow, and prepare for a great future.

### **Our Vision**

To assure success is within reach of every young person that walks through our doors. We are committed to:

- Providing a safe, positive, engaging, and inclusive environment during out-of-school time
- Fostering dynamic relationships between youth and caring adults
- Offering learning experiences for youth that focus on academic success, character development, leadership skills, and healthy lifestyles

We build stronger communities by helping our youth recognize and reach their full potential

### **Our Values**

We care deeply about the youth in our community and are unified by our commitment to these values:

- A sense of belonging
- Development and growth
- Integrity
- Respect
- Teamwork

We believe in a culture where youth and families come first.



**BOYS & GIRLS CLUBS**  
OF THE RED RIVER VALLEY

# YOUTH CARE PROGRAM



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## YOUTH CARE PROGRAM

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### PROGRAM GOALS

To create an environment for youth that:

- Is physically safe, clean, and sanitary
- Promotes healthy development by providing nutritious snacks and exercise
- Is nurturing and emotionally supportive
- Meets youth's needs
- Encourages independence according to each youth's needs
- Provides opportunities for youth to have quiet time, art experiences, games, reading, physical activity, and cultural awareness
- Promotes individual thought and behavior
- Allows interactions with people of diverse backgrounds, ages, abilities, and cultures
- Provides a balance of youth-directed and staff-directed activities

To provide experiences, interactions, and activities to increase each youth's development in the following areas:

- Social
- Emotional
- Cultural
- Creativity
- Nutrition
- Self-care
- Fine/large motor skills
- Communication skills
- Cognitive/intellectual
- Ensure all activities are free of promotion of any religious and/or political belief

To provide caregivers who:

- Treat youth with dignity and respect
- Are educated, consistent, patient, and predictable
- Utilize developmentally appropriate methods in response to youth's behavior
- Respect youth as individuals
- Understand that physical abuse, verbal abuse, or neglect of any individual within or outside of BGCRRV is forbidden

To encourage open, frequent communication between parents and Youth Development Staff by:

- Inviting parents to stop by and observe youth at any time
- Emailing weekly parent newsletters and posting summer activity calendars on our website
- Providing written incident and behavior reports when necessary
- Conducting parent quality assessment questionnaires as BGCRRV Leadership deems necessary
- Providing parents with progress reports (i.e. behavior logs, sticker charts, etc.) upon request



To best achieve these program goals, supervision of Youth Development Staff to Youth Ratio will not exceed the following guidelines:

- BGCRRV standard of youth to staff ratio: 1 staff to every 15 youth
- North Dakota standard of youth to staff ratio: 1 staff to every 20 youth
- Maximum group size in North Dakota: 40 youth

## **CURRICULUM OVERVIEW**

Daily curriculum is prepared weekly by the Curriculum Coordinator and is designed to help youth achieve in the three priority outcome areas of:

- Academic Success: graduate on time, motivated to learn, with a plan to succeed in today's modern workforce
- Good Character & Leadership: Develop strong character and take actions that make a difference in the community
- Healthy Lifestyles: Make healthy lifestyle decisions resulting in social, emotional, and physical well-being

Boys & Girls Clubs offers tested, proven, and nationally recognized programs in 5 Core Program Areas that closely align with the developmental needs of all young people:

- Leadership & Service
- Education
- The Arts
- Health & Wellness
- Sports & Recreation

## **SCHOOL YEAR PROGRAM**

The School Year Program is available for youth grades K – 5 from 6:45 a.m. until school starts, and after school until 6 p.m. Upon registration, and before the application will be processed, each family will be required to pay a \$20 non-refundable registration fee.

The BGCRRV program location will be the elementary school where your youth is enrolled. In the event your desired BGCRRV program site is full, a transfer option to one of our Youth Centers may be available.

A unique aspect of the BGCRRV school year program is that you only pay for the days your youth is scheduled to attend.

### **Standing Schedule**

This is a schedule provided by parents that will remain the same until further notice.

### **Flexible Schedule**

This is a schedule that may change weekly. Parents choosing the flexible schedule option must submit their weekly changes via the parent portal found on our website (BGCRRV.org) or by contacting the BGCRRV scheduling department at [schedule@bgcrrv.org](mailto:schedule@bgcrrv.org) by 6 p.m. every Thursday.

## **Schedule Changes**

All schedule changes require a 3-business day advance notice and can be made via the parent portal found on our website (BGCRRV.org) or by contacting the scheduling department at [schedule@bgcrrv.org](mailto:schedule@bgcrrv.org). Otherwise, parents will be charged for that day or may be assessed a \$40 unscheduled fee per youth, per day.

All schedule changes must be made with the BGCRRV scheduling department by emailing [schedule@bgcrrv.org](mailto:schedule@bgcrrv.org), or calling (701) 235-2147. Please do not give schedule changes to staff at the program sites.

## **Absence without Notification Fee**

In accordance with our Risk Management Procedures (BGCRRV Parent Handbook p.6), staff will begin a search process if a youth is absent without prior notification to the scheduling department. If a search process is enacted, a \$10.00 fee will be added to the regular daily tuition amount.

## **Non-scheduled Services (Drop In)**

BGCRRV, with respect to appropriate staffing schedules and ratios, does not provide drop-in services. If your youth attends programming on a day when you have not scheduled attendance, a \$40 unscheduled fee per day will be assessed to your account for each youth in attendance. Please note, we may not be able to accommodate unscheduled youth due to staff ratios.

## **Sick Days**

Up to 9-sick days will be permitted for each child in the school year program. Daily charges will be waived on scheduled days missed due to illness, medical appointments, or family emergencies if the Scheduling Department has been notified of the utilization of a sick day prior to 10 am by emailing [schedule@bgcrrv.org](mailto:schedule@bgcrrv.org) or calling (701) 235-2147.

All other absences above and beyond the 9-day allotment will be assessed the daily charge, unless a 3-business day notice has been provided to the scheduling department. (See Schedule Changes.)

## **Programming on School Out Days**

All-Day Programming is provided on days during the school year, when public schools are not in session; i.e. certain holidays, teacher conferences, and professional development days; at certain BGCRRV Youth Centers. These days, along with activities, are indicated in the weekly newsletter as well as on the website.

All-Day Programs fill up quickly, are based on a first come, first served, and require parents to schedule their youth in advance. Parents can schedule their child by calling the Scheduling Department (701) 235-2147, emailing [schedule@bgcrrv.org](mailto:schedule@bgcrrv.org).

Families can begin scheduling their child to attend an All-Day Program one month in advance of the all-day program date. The purpose of advance scheduling is to staff appropriately; we need to know the number of youth scheduled to attend. An unscheduled service charge will apply if your child is attending after the scheduling deadline and will be available only if space and staffing allow.

Youth attending All-Day Programming must bring a sack lunch and wear appropriate clothing for the activity planned for that day. A light breakfast and afternoon snack are also provided in addition to 1% milk or water, which is served at lunch and during breakfast.

All-Day Program rates per child, per day can be found our website at [www.bgcrrv.org](http://www.bgcrrv.org).

## **Extracurricular Activities**

BGCRRV is happy to work with parents of youth involved in before- and after-school activities in conjunction with BGCRRV programming. To avoid the possibility of miscommunication, written schedules of all extracurricular activities are required. An Extracurricular Activity Form is available at BGCRRV and online. Please submit all forms to the Scheduling Department at [schedule@bgcrrv.org](mailto:schedule@bgcrrv.org). Please be advised that BGCRRV staff are not responsible for youth during and extracurricular activity.

## **Sample Schedule**

The following is a sample of a typical school year schedule. Some activities or site schedules may change due to weather or special events.

### **6:45 a.m. Through Start of the School Day**

- Parents sign youth into the program
- This is considered “center time”, and Youth Development Staff will encourage and engage in small group activities
- Youth Development Staff will remind youth of breakfast time or other extra-curricular activities

### **After School Programming Until 6 p.m.**

- Youth Development Staff will sign youth into program space
- If there are discrepancies in attendance, risk management procedures will be followed

### **Snack Time**

- Snack menus are established by BGC Leadership according to USDA requirements
- All youth are to be served snack and water during scheduled snack times
- Youth who choose not to have snack will be provided with an alternate activity

### **Site Programming**

- Daily curriculum is provided by the BGCRRV Curriculum Coordinator
- A daily schedule of activities/curriculum will be posted for Youth Development Staff /youth/parent reference
- Youth Development Staff will remain engaged and fully interact with the youth in all activities

### **End of Day Procedures**

- When parents pick their youth up they will be acknowledged and greeted in a positive manner
- Parents will be informed of their youth’s afternoon and given any behavior forms or injury reports
- Parents will be asked to initial and indicate the time their youth is leaving the program
- In the event that a person unknown to Youth Development Staff is picking up a youth, the person must show identification and the name must be on the child contact sheet as an authorized contact

### **Risk Management Procedures**

All youth scheduled for the day are required to check-in with staff. If your child does not arrive at the expected time:

- Staff will verify your child’s schedule with the BGCRRV Scheduling Department.



- If your child is scheduled to attend, staff will call parent or guardian to ascertain your child is safe. If parent or guardian does not answer the call, staff will leave a message and/or send a text.
- If parent or guardian cannot be reached, staff will contact the school office to determine if your child was at school that day or went home early.
- If the school confirms the child was in attendance and we are unable to reach the parent or guardian, staff will call emergency contacts.
- If the child attended school all day, staff will search the school and surrounding property.
- If the child was unable to be located on school property, staff will place a second call to the parent or guardian and leave a message and/or text.
- If all efforts to contact a responsible party fail, staff will contact the Police Department for assistance.

If your child arrives at our program and is NOT scheduled for that day we will:

- We will not turn away any youth
- Verify youth schedule with the Scheduling Department
- Allow youth to join in BGCRRV programming until confirmation regarding their attendance is determined
- Call parents and contacts to determine where the child should be

## SUMMER PROGRAM

The BGCRRV website contains specific information regarding the Summer Program, full-time and part-time contracts, including start and end dates.

Upon registration, and before applications will be processed, each family will be required to pay a \$20 non-refundable registration fee, as well as a \$50 activity fee per youth. If you desire to switch contracts or remove your child from the program, a two-week notice is required.

Enrollment and attendance will begin within the first week of the Summer Program.

The Summer Program is open to youth ages grades K – 5 at various locations. Parents may enroll youth at the site most convenient for them. Our Summer Program sites may change from year to year.

### Full-time Contract

The full-time contract is a standing Monday through Friday contract for the entire summer. Summer Program hours are 6:45am-6:00pm. Full-time contracts must start on the first day of the Summer Program. Each youth will receive 5-vacation days. To utilize vacation days, our scheduling department requires a 3-business day notice, excluding weekends. Parents must also indicate that they are using vacation days.

### Part-time Contract

The part-time contract is a minimum of 2-days per week, per child. Summer Program hours are 6:45am-6:00pm. If your youth is not on a standing schedule every week, you will need to provide our scheduling department with a weekly schedule. We require a 3-business day notice or a weekly deadline of 6:00 p.m. every Thursday for the upcoming week. There can be weeks of no attendance; however, the minimum of 2-days will still be billed. Please refer to the website for current rates.

Note: We request that no program location or contract changes be made during the two weeks prior to the Summer Programming start date to ensure each location has all of the necessary paperwork to operate safely and efficiently with regard to transportation, youth schedules, etc.

it be established that a youth is absent without prior notification to the BGCRRV scheduling department, a fee of \$10.00 will be incurred in addition to the standard daily tuition amount.

### **Absence without Notification Fee**

In accordance with our Risk Management Procedures (BGCRRV Parent Handbook p.6), staff will begin a search process if a youth is absent without prior notification to the scheduling department. If a search process is enacted, a \$10.00 fee will be added to the regular daily tuition amount.

### **Non-scheduled services (Drop In)**

BGCRRV, with respect to appropriate staffing schedules and ratios, does not provide drop-in services. If your youth attends programming on a day when you have not scheduled attendance, a \$40 unscheduled fee per day will be assessed to your account for each youth in attendance. Please note, we may not be able to accommodate unscheduled youth due to staff ratios.

### **Sick Days**

Up to 3-sick days will be permitted for both full-time and part-time contracts. Daily charges will be waived on scheduled days missed due to illness, medical appointments, or family emergencies if the Scheduling Department has been notified of the allocation of a sick day prior to 10 am by emailing [schedule@bgcrrv.org](mailto:schedule@bgcrrv.org) or calling (701) 235-2147.

### **Extra-curricular Activities**

BGCRRV is happy to work with parents of youth involved in summer activities in conjunction with BGCRRV programming. To avoid the possibility of miscommunication, written schedules of all extra-curricular activities are required. An Extra-Curricular Activity Form is available at BGCRRV and online. Please submit all forms to the Scheduling Department at [schedule@bgcrrv.org](mailto:schedule@bgcrrv.org).

### **Sample Schedule**

The following is a sample of a typical summer day schedule. Some activities and site schedules may change due to weather or events. For grades K – 5, summer program hours are 6:45 a.m. – 6 p.m.

#### **Early Morning: Site Opening and Student Drop Off**

- Parents sign youth into the program
- Youth Development Staff will assist and prepare any youth who may be attending morning Park District activities or summer school (see Fargo Park District Activities procedures.)
- Center Time

#### **Breakfast**

- Menus are established according to USDA requirements
- All youth are to be served the menu option and water during scheduled meal times
- Youth who choose not to have breakfast will be provided with an alternate activity
- Youth will be seated while eating breakfast

#### **Structured Group Activities or Field Trips**

- Daily curriculum is provided weekly by the Curriculum Coordinator
- A daily schedule of activities/curriculum will be posted for Youth Development Staff/youth/parent reference
- Youth Development Staff will remain engaged and fully interact with the youth in all activities

## **Lunch**

- Youth and staff will wash their hands
- Youth will be seated while eating lunch
- Staff will follow all meal service procedures including proper sanitation and serving attire
- Only staff are allowed to use the microwave
- Youth Development Staff will assist youth with any hot food
- Youth Development Staff must offer milk to each youth
  - Sites serving catered meals must serve all components of the meal including milk
- Youth Development Staff will encourage youth to eat all of their lunch but no youth will be forced to eat
- Youth Development Staff will ensure that each youth is given ample time to eat lunch, and that each youth has an appropriate lunch every day
- Youth Development Staff will supplement any youth's lunch that is not in accordance with USDA regulations
- If a youth is without a lunch, the Site Supervisor will contact the parent
- If the parent cannot be contacted, youth will be served an alternative lunch provided by BGCRRV and charged to the parent

## **Structured Group Activities**

- Daily curriculum is provided weekly by the Curriculum Coordinator
- A daily schedule of activities/curriculum will be posted for Youth Development Staff/youth/parent reference
- Youth Development Staff are required to fully interact with youth in all activities

## **Afternoon Snack**

- Snack menus are established by BGCRRV Leadership according to USDA requirements
- All youth are to be served the scheduled snack and water during scheduled snack times
- Youth will be seated while eating snack
- Youth choosing not to have snack will be provided with an alternate activity

## **End of Day Procedures**

- When parents pick their youth up they will be acknowledged and greeted in a positive manner
- Parents will be informed of their youth's afternoon and given any behavior forms or injury reports
- Parents are to initial and indicate the time their youth is leaving the program



**BOYS & GIRLS CLUBS**  
OF THE RED RIVER VALLEY

# REGISTRATION



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## **REGISTRATION**

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The Boys & Girls Clubs of the Red River Valley allows parents to register their youth at any time during the year, provided space is available. Due to North Dakota Rules and Regulations for Child Care Centers, we are restricted to a specific number of youth at each location, based on the space given to the program by the host school. The BGCRRV strives to maintain a 15:1 ratio of youth to Youth Development Staff, which is less than what the state requires.

The School Year and Summer Program are TWO SEPARATE PROGRAMS; each requiring a SEPARATE REGISTRATION PER CHILD; thus, registration does not carry over from one year to the next or from one program to the next. If your youth has a “health care plan” or IEP, we will need a copy for our records. We ask that families allow a minimum of 3 business days for registration processing.

Registration must be completed online at [www.BGCRRV.org](http://www.BGCRRV.org). Payment of the \$20 non-refundable registration fee per family must also be received before the form will be processed for enrollment. Forms must be completed online.

### **Birth Certificate Verification**

If your child is new to the program, please upload a copy of the child’s birth certificate during registration or email a copy to [schedule@bgcrrv.org](mailto:schedule@bgcrrv.org). This must be provided prior to attendance.

### **Immunization Records**

If your child is 5 years of age but not yet in kindergarten, a copy of their immunization records must be provided prior to attendance. You may upload the records during registration or email a copy to [schedule@bgcrrv.org](mailto:schedule@bgcrrv.org).

### **Health and Behavior Forms**

Please include any IEP, ICCP or 504 forms associated with any health or behavior conditions your child has. These forms need to be updated annually.



**BOYS & GIRLS CLUBS**  
OF THE RED RIVER VALLEY

# FINANCIAL





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## *FINANCIAL*

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Statements are emailed every other Wednesday and include charges from the previous two- week period. Exceptions may apply and any change in billed days will be conveyed through our weekly newsletter.

For your convenience, payments are accepted online, by phone or in person at the Midtown Administrative Office listed below. Please do not leave payments with site staff, as they do not have the means to secure your payment during the day. Visa, MasterCard, American Express, and Discover Card are accepted. If paying with cash, a receipt will be issued – please note that Boys & Girls Clubs of the Red River Valley does not keep cash on hand and will not be able to provide change.

### **Payment Options**

Three options for payment are offered: cash or check, automatic payment, or online payment.

1. Cash or Check

Cash, check, or money orders are payable to Boys & Girls Clubs of the Red River Valley and mailed or brought to: 2500 18th St. S., Fargo, ND 58103.

Please write your child's name(s) in the 'memo' section to ensure we credit the correct account. Checks returned as nonsufficient funds may be subject to a \$30 NSF fee.

2. Automatic Payment

Automatic payments may be set up by logging into the parent portal or completing and submitting the Automatic Payment Form, which is found in the FORMS section of the BGCRRV website. Your credit card, debit card, or bank account will be automatically deducted on payment due dates, which occur every other Wednesday.

3. Online Payment

You will receive your statement via email with a link to the parent portal. Once logged into the parent portal, you may pay your invoice online

### **Fees Associated with Late Pick-up of Youth**

BGCRRV programs close at 6 p.m. daily. When a youth is not picked up by 6 p.m. there will be a \$10 late charge fee, per child for every 15-minutes they are not picked up after 6 p.m. As such, a \$10 charge will be incurred based on the following times: 6:01 p.m. = \$10, 6:16 p.m. = \$10, etc. In the event there are multiple youth from the same family, each youth will be assessed the late fee. We understand that emergencies do arise, if that is the case, please call if you will be late.

No youth will be left unsupervised while waiting for a parent or guardian. Midtown Administrative Office must be notified by staff at 6 p.m. if a youth is still at the site and every 15 minutes thereafter until the parent arrives. If we cannot locate an authorized adult and have not heard from the parent and/or guardian within one hour, the local Police Department will be called for assistance.

In the event a parent is chronically late picking up their child, termination from the program may result.

## **Split Billing**

If a split-billing arrangement is desired or ordered by the court, both parents must sign a mutually agreed-upon payment contract - registration will not be processed until completed. Default in payments by either party may result in actions described in the Delinquent Accounts section of this handbook.

## **Delinquent Accounts**

For an account to remain current, payment of a statement is due one week after the statement is sent. Statements are emailed every other Wednesday, and are due the following Wednesday. If an account balance remains unpaid after its due date, the following may occur:

- The youth will be prohibited from attending the program until the account is in good standing
- If there is a waiting list at the site that the suspended youth attends, the youth will move to the end of the waiting list
- If the account remains past due, the account will be turned over to a collection agency
- Applicable fees may be applied to your account balance
- Accounts with a history of being delinquent will be required to enroll in automatic payment

## **Financial Assistance**

Boys & Girls Clubs of the Red River Valley strives to provide quality care, services, and programs to as many children and families as possible. We realize every family is different, and families sometimes need help accessing our services. Cass County's Child Care Assistance Program (CCAP), along with our BGCRRV Financial Assistance Programs (Sliding Fee Scale and Great Futures Fund), are available to help all families receive the best possible care. Our Great Futures Fund is available as well for additional assistance for extreme hardship (ex: medical emergency, temporary loss of employment). The Great Futures Fund is limited and determined separately from the BGCRRV Financial Assistance application.

### **Financial Assistance Application**

Offering the highest possible quality programming has always been, and always will be, our collective goal. Grant funds do not cover the entirety of operation costs; therefore, we assess a modest fee for scheduled services. All fees assessed are used to purchase important materials and to compensate our staff appropriately. Specific locations utilizing certain grant programs will never deny services to any child based on their families' inability to pay. If you have any questions on fees collected or financial assistance available, please contact our Business Services Specialist at [billing@bgcrrv.org](mailto:billing@bgcrrv.org).

Applications are received and granted on a first-come, first-served basis and will expire at the end of the registration period. Families are responsible to re-apply the following registration period for further assistance.

To apply for financial assistance for The Boys & Girls Clubs of the Red River Valley follow the steps below:

Step 1: Apply for Child Care Assistance (CCAP) through Cass County. Applications can be found online at <http://nd.gov/dhs/services/financialhelp/childcarefaq.html> or contact Cass County Social Services to apply for aid: (701) 241-5761.

- If you are currently receiving Child Care Assistance, or enter into the program at a later date, it is your responsibility to provide a copy of your award letter to our office.
- If you are responsible for a co-payment, please make every attempt to maintain regular payments each month so that your county benefits are not adversely affected; and/or

- Any amount billed for child care that is not covered by CCAP is your responsibility – non-payment of past due amounts on CCAP accounts will be considered delinquent and are subject to the same repercussions for all other delinquent accounts.

Step 2: Provide one (1) of the following documents:

- Copies of last 3 months payroll stubs or
- Copy of previous year's tax forms or
- Child Care Assistance acceptance letter or
- Proof of participation in one or more assistance programs. (ex. SNAP, TANF, or FDPIR)

Step 3: Return the completed BGCRRV Financial Assistance Application (located on our website) and one (1) of the supporting documents listed above to Boys & Girls Clubs of the Red River Valley - Midtown at 2500 18th St S, Fargo, ND 58103.

Step 4: BGCRRV will review your application and notify you as soon as possible.

### **Financial Assistance Guidelines**

- All guidelines must be met to consider financial assistance approval. If guidelines are not met and copies of requested documentation are not provided, financial assistance may not be approved.
- Parents are responsible to report any changes in income levels and/or family size to the Boys & Girls Clubs Administration while on the financial assistance program.
- Financial assistance is good for one registration period (School Year/Summer). Once financial assistance expires, you will need to reapply with all information.
- We are not able to award financial assistance for participants of non-profit agencies who pay a percentage of your bill (ex: Nexus-PATH, Cass County Foster Care).
- Past due accounts may result in the loss of the financial assistance are subject to the same repercussions for all other delinquent accounts.

### **Sliding Fee Scale**

BGCRRV receives grant funding each year dedicated to assist participants who may be in financial need. Some families are already receiving CCAP, while others may not qualify for County assistance, but still find they need help with their child care payments each month.

### **BGCRRV Great Futures Fund**

Additional assistance for extreme hardships is available as well through our Great Futures Fund. All requirements for the financial assistance program are still mandatory with one addition:

- A detailed impact statement identifying why and how your family will benefit from the financial assistance must be included. This must be a personal story, with details about your circumstance, along with examples of how your family will benefit from the financial assistance.

### **Discontinuing Services**

Parents are required to give advanced notice to our Midtown Administrative Office to discontinue services prior to the end of any program period:

- During School Year contract period, a three-business day notice is required
- During Summer contract period, a two-week notice is required

**Tax Identification Number**

The BGCRRV's tax identification number is 45-0316132. Tax statements are provided to families in January for the previous year. If you are in need of a year-end tax statement, a receipt for your flex plan, or have changed residences, please contact our Business Services Specialist at [billing@bgcrrv.org](mailto:billing@bgcrrv.org) or Accounting Director at [accounts@bgcrrv.org](mailto:accounts@bgcrrv.org) or by phone (701) 235-2147.



**BOYS & GIRLS CLUBS**  
OF THE RED RIVER VALLEY

# HEALTH & SAFETY



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## HEALTH & SAFETY

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The safety of young people at the Boys & Girls Clubs of the Red River Valley is always our top priority. Youth who are mentally and physically safe are better able to learn, grow, and thrive. We work continuously to enhance safety policies, practices, and trainings to ensure they are centered on youth's needs. There is nothing more important to us than keeping children safe and protected.

### YOUTH SAFETY

#### Drop Off and Pick Up

It is the policy of BGCRRV that a youth will not be released to any individual who is not named on the registration form as a parent or guardian, or indicated as an Authorized Pickup. Verbal permission by the parent is not permitted. Any changes must be made to the Midtown Administrative Office in writing by the parent or guardian. A photo ID is required at the time of pick up. All authorized persons are required to sign their youth out using their initials and indicating the time of day each time they pick their youth up. This is a liability release and safety requirement. The site sign-out sheets are also used for billing purposes and as a reference to resolve any billing discrepancies. Due to the confidential information contained on these documents, they are not available to any parent or guardian for purposes of gathering information. For the safety of your child, and to ensure that they arrive to the programming area, it is your responsibility to escort them to the designated program space and notify a Youth Development Staff of their arrival.

ALL youth must be picked up at their BGCRRV facilities by 6:00 p.m. If a youth is scheduled to walk home, Youth Development Staff will sign the youth out according to the Permission to Dismiss Form provided by parent to the Midtown Administrative Office. No youth will be allowed to walk home or leave with another youth after check-in unless written permission by the parent has been given to the Midtown Administrative Office. This Permission to Dismiss Form must be dated, signed by the parent, and delivered to Midtown Administrative Office prior to the start of programming.

Midtown Administrative Office will notify the site if a youth is allowed to walk home via phone, email, or Permission to Dismiss Form in site paperwork.

#### Photo ID

As a safety precaution, persons designated to pick up a youth MUST show photo identification upon release of that youth. Youth Development Staff members must compare the photo identification to the person attempting to pick up and ensure the person is listed on the youth's information sheet as an authorized pick-up.

#### Unauthorized Pick-Up

If a person is not listed on the youth's information sheet, Youth Development staff will contact the Scheduling & Registration Coordinator for further instructions. The youth CANNOT be released until the Scheduling & Registration Coordinator receives written verification from the youth's parent that the person is an authorized pick-up. If a person who is listed as an "unauthorized pick-up" attempts to pick up a youth, BGCRRV staff will not allow the child to leave and will contact the Program Coordinator immediately for further instruction.

#### Late Pick-Ups

No youth will be left unsupervised while waiting for a parent or guardian. Midtown Administrative Office must be notified by staff at 6 p.m. if a youth is still at the site and every 15 minutes thereafter until the parent arrives. If we



cannot locate an authorized adult and have not heard from the parent and/or guardian within one hour, the local Police Department will be called for assistance.

### **Walking Home**

BGCRRV strongly discourages families from allowing youth to walk home from BGCRRV programming. If a youth is to walk home, the parent must notify the Administration Office in writing, with a parent or guardian signature, indicating the date and exact time the child is to walk home. Verbal permission by the parent is not permitted due to licensing regulations. For your convenience, a Permission to Dismiss Form is available on our website. Site staff will assist youth in signing out.

### **Impaired Person Policy**

The safety of youth enrolled in BGCRRV programs is of paramount concern to our organization. Therefore, no person who appears to be affected by, or under the influence of any alcoholic beverage or drugs, shall be allowed to pick up any youth from a BGCRRV program site. This policy shall apply with equal force to all persons, including a youth's parent or guardian. If a parent or guardian is under the influence and insists on taking the youth, the Fargo Police Department will be contacted immediately.

### **Parent/Guardian Removal from Program**

If, at any time, a parent or guardian's actions warrant removal from our program, the removal will be communicated both verbally (in person or phone call), followed by a written statement.

Such actions include, but are not limited to – hostility, swearing, verbally and/or physically threatening staff or youth, violent/unpredictable behavior, damage or destruction to BGC property.

Actions considered dangerous, threatening, or physical in nature could result in notifying the Fargo Police Department.

### **Illegal or Harmful Items**

To protect the health, safety, and welfare of all youth and Youth Development Staff, authorized BGCRRV Administration reserves the right to search any youth, lockers, personal effects, and backpacks if reasonable suspicion exists that a youth may have in his or her possession any illegal or harmful items. In the event that any illegal or harmful items are discovered, such findings will be referred to the proper legal authorities for disposal. Possession of any harmful or illegal items may result in immediate expulsion from the program.

## **TRANSPORTATION SAFETY**

Boys & Girls Clubs of the Red River Valley is committed to providing a safe environment and enforces the following transportation policy for youth, BGCRRV employees, volunteers, and other adults. Boys & Girls Clubs of the Red River Valley only provides transportation to and from the sites and various approved off-site locations. BGCRRV carries liability insurance for all drivers and passengers in BGCRRV vehicles. No BGCRRV employee is allowed to transport BGCRRV youth in his/her personal vehicle. Only approved drivers may drive BGCRRV vehicles. Vehicles equipped with seatbelts require seatbelt use.

## **YOUTH HEALTH**

### **TOILETING AND PERSONAL HYGIENE**

All youth must be self-sufficient in toileting practices and related hygiene. We have regularly scheduled bathroom breaks and youth are permitted to use the facilities upon request. We realize accidents will happen, so we

recommend sending a change of clothes if your child still experiences them occasionally. We define “accidents” as unusual incidents that happen very infrequently.

If your youth has a toileting accident while in our care, you may be required to come to the site to assist your youth with cleaning and changing. If the frequency of accidents is often or increases, the youth may be removed from programming until more consistent bathroom habits are formed.

### **Sick Youth**

A youth with any of the following conditions or behaviors is considered a sick youth and should not attend programming. If the youth becomes sick while at a BGCRRV site, the youth must be isolated from other youth in care (within sight and sound of Youth Development Staff), and the parent called immediately.

If a youth arrives ill or becomes ill while attending BGCRRV:

- Youth will rest in a comfortable area within sight and sound of a Youth Development Staff and away from others if possible
- First aid procedures will be applied, if necessary. Youth will not be left unattended
- Parents/guardians will be called and asked to pick up their ill youth
- If staff are unable to reach the parent/guardian, emergency contacts will be called and messages left, if necessary

### **The Site must exclude a Youth as Required by ND Dept. of Health**

Regardless of the disease, youth should be excluded from child care if they meet any of the following exclusion criteria:

- Youth Development Staff determines the child is unwilling or unable to participate in activities due to illness
- Youth Development Staff determines that they cannot care for the sick child without compromising their ability to care for the health and safety of the other children in the group
- The child has a fever (oral temperature above 100°F) along with difficulty breathing, changes in behavior, lethargy, irritability, or persistent crying
- The child experiences vomiting two or more times in the preceding 24 hours, unless determined to be caused by a non-communicable condition and child is able to remain hydrated and participate in activities
- The child has diarrhea and stool is not contained in diaper or if fecal accidents occur in a child who is toilet trained, or if stool frequency exceeds two or more stools above normal for that child, or if stool contains blood or mucus
- Persistent abdominal pain (two or more hours) or intermittent abdominal pain associated with fever, dehydration or other systemic signs and symptoms
- Oral lesions if the child is unable to contain drool or if unable to participate because of other symptoms or until the child is considered to be noninfectious
- Skin lesions if they are weeping/drainage/oozing and unable to be kept covered with a waterproof dressing

Staff will report any contagious illness or condition immediately to their Program Coordinator. An exposure notice will be posted to let families know their youth was exposed. If a youth becomes sick over the weekend with a contagious illness or condition, parents must contact the Midtown Administrative Office on Monday morning.

If the illness is listed on the Mandatory Reportable Conditions list, a health report will then be filed with Department of Health, and BGCA if necessary, by the Program Director within 24 hours of receiving notification.

## Dispensing Medication

At all sites, youth requiring medication must have a copy of the Medication Permission Form/Log signed by the parent that is on file at the Midtown Administrative Office. Copies of the Medication Permission Form/Log will be sent to the site. All medication will be kept inside a locked medication box at site locations.

Parents must provide a one-week's supply of medications if these medications are taken on an ongoing basis - this includes prescription or over-the-counter medications (such as Tylenol or cold medicine). Short-term medications, such as antibiotics, may be brought in daily. At the end of the week, the site supervisor will return the empty bottle(s) to the parent for refills. All prescription medication bottles must have a prescription label with the youth's name, name of the medication, and specific dosage with the time of day to be given. All over-the-counter medication bottles must have youth's name and specific dosage with the time of day to be given. Only medications belonging to the youth may be given.

Over-the-counter medicines and products must be administered according to the manufacturer's instructions unless there are written instructions for their use provided by a licensed medical professional. Youth Development Staff administering the medication must indicate the date, time given, dosage, and sign the Medication Permission Form/Log each time the medication is given. The log will be turned in weekly to the Midtown Administrative Office where it will be filed in the youth's file and accessible to parents to view.

At the end of the school year, summer programming or an all-day programming session any medication that was not picked up by parents/guardians will be brought to the Midtown office and stored in a lockbox. Program Coordinators will reach out to families via email and phone calls to alert them of the forgotten medications. If families do not pick up the medication or do not respond to Program Coordinators within two weeks of the first notification the medication will be taken to the Fargo Police Department for proper disposal.

We recognize the importance of effective communication between parents and Youth Development staff in order to ensure proper medication dispensing. Please know, staff will contact the parents with questions regarding a youth's medication needs, if necessary, prior to dispensing the medication.

## RESTROOM USAGE

Boys & Girls Clubs of the Red River Valley is committed to providing a safe, clean environment and uses the following restroom policy for youth, BGCRRV employees, volunteers, and other adults.

- Designated adult restrooms will be available or procedures will be implemented to ensure adults and minors never utilize a restroom at the same time
- BGCRRV will provide single-user restrooms or multi-user restrooms with single stalls that can be secured from the inside. Only one youth per stall is allowed
- Staff will utilize bathroom passes to ensure tracking and safety of youth
- Youth may only use the restroom by receiving a pass from the assigned staff member

## HEALTH REGULATIONS

BGCRRV abides by the guidelines set by the North Dakota Department of Health.

- Notification of Contagious Illness: Signage will be posted as soon as possible and will remain posted for two business days (Examples: COVID, Pink Eye, Strep Throat, etc.).
- Notification of Animals in Building: Signage will be posted two days in advance if animals will be present in the building and will include the date and times that animals will be present

## GENERAL HEALTH & SAFETY

### By registering youth in our program you:

- Give permission for the Boys & Girls Clubs staff to assist in applying sunscreen and/or insect repellent to my child. I understand that if I have specific instructions I will need to fill out a medication permission request form. Please note that when applying sunscreen and insect repellent, we may use the lotion or spray on more than one child. If you prefer we not use shared product on your child, you must fill out an ICCP form and supply the sunscreen/insect repellent.
- Give permission for the Boys & Girls Clubs staff to use antiseptic wipes, antibiotic cream and hydrocortisone cream in the event my child is injured.
- Give permission for the Boys & Girls Clubs staff to dispense hand sanitizer to my child.
- Authorize the Boys & Girls Clubs to secure/release emergency medical treatment for my child under the following conditions: An emergency or unanticipated condition that necessitates immediate action for the preservation of the life or health of the child, and reasonable attempts to contact me have failed.

### One-On-One Interaction Policy Guidance

The priority of Boys & Girls Clubs of the Red River Valley is the physical and emotional safety of its youth, employees, and volunteers. Boys & Girls Clubs of the Red River Valley maintains a zero-tolerance policy for child abuse.

To further ensure their safety, the organization prohibits all isolated one-on-one interactions between Club youth, BGCRRV employees, and volunteers (including Board members). This includes prohibiting one-on-one contact at any time at the Club; in vehicles; by phone, text, or social media; or any other means.

One-on-one interaction is defined as any private contact or communication (including electronic communication) between any youth and an adult, including BGCRRV employees, volunteers, Board members, and others who might encounter youth during regular programming and activities.

### Mandated Reporting

BGCRRV recognizes each individual's basic human and legal rights. Any BGCRRV employee or volunteer who has knowledge of abuse (physical, verbal, sexual, or emotional) or neglect of any individual or has reasonable knowledge of abuse or neglect of an individual MUST report this information to the Child Protection Services (CPS) as required by North Dakota Century Code 50-25.1.

Statewide toll-free Child Abuse and Neglect Reporting Line 1-833-958-3500. (Open 8 a.m. - 5 p.m. CT)



**BOYS & GIRLS CLUBS**  
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# BEHAVIORAL GUIDANCE



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## BEHAVIORAL GUIDANCE

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BGCRRV uses guidance to help youth learn appropriate ways of handling their feelings and desires. We want to ensure that each youth is provided with a positive model of acceptable behavior to enable them to develop self-control. Our goal is to protect the safety of youth and Youth Development Staff at all times.

### YOUTH CODE OF CONDUCT

BGCRRV is committed to creating a learning environment that is positive, supportive, safe, and effective. To create this environment, the following principles for conduct have been set for youth:

- Be respectful, remember the Golden Rule: Treat others the way you would like to be treated
- Use nice language and an appropriate speaking volume
- Be an active listener and learner: Stop, Look, & Listen to staff and participate in activities
- Run only in the gym and outside
- Keep your hands, feet, body, and other objects to yourself
- Use your words and talk to staff when problems arise
- Take turns using the supplies and playing with games

It is not possible to list all unacceptable behaviors, but the following are examples of actions that are not allowed by youth and will result in disciplinary steps:

- Use of inappropriate language and gestures
- Inappropriate touching, hitting, and fighting
- Presenting a danger to oneself or other youth, Youth Development Staff, and volunteers
- Bringing weapons or dangerous articles to BGCRRV programming
- Possessing alcohol, drugs, or tobacco (including vaping) to BGCRRV programming
- Vandalism of Youth Centers or school property
- Going into off-limits areas of Youth Centers or schools
- Disobeying rules established for field trips and vehicle rider safety
- Leaving the group setting without permission
- Stealing
- Harassing and/or threatening members, BGCRRV employees, and/or volunteers
- Repeated ignoring or disobeying Youth Development Staff and volunteer directions
- Inappropriate release of bodily fluids (spitting, urinating in inappropriate areas)
- Bullying

When infractions of the rules occur, they will be dealt with in the following ways: documentation, separation, exclusion from an activity/privilege, removal from program for remainder of day, suspension, parent meeting and/or expulsion.

### BGCRRV EMPLOYEE ROLE IN BEHAVIOR GUIDANCE

BGCRRV does not use punishment. Instead, we provide direction toward alternative and acceptable ways of behaving, guided by the individual and developmental needs of youth and families.

These include:

- Modeling, praising, and encouraging positive behaviors



- Setting clear, reasonable, and consistent rules, which are explained to youth
- Planning developmentally-appropriate activities
- Continuous monitoring and assessing of the environment
- Practicing low youth to BGCRRV employee ratios
- Permitting flexibility within curriculum
- Facilitating problem solving skills in youth
- Maintaining developmentally-appropriate expectations of youth
- Being aware of possible causes of behaviors

If and when behavior issues occur, Youth Development Staff will use one or a combination of the following directives:

- Ignoring minor attention-seeking occurrences
- Verbally reminding youth of rules
- Redirecting youth to another activity
- Teaching youth how to use acceptable behaviors
- Allowing natural and logical consequences for behaviors within limits (example: refusing to wear boots outside and getting their shoes wet)
- Utilizing Restorative Justice practices
- Partnering with parents to develop guidance techniques

## **PERSISTENT UNACCEPTABLE BEHAVIORS**

### **Non-Aggressive Behaviors**

Youth Development Staff will conduct these progressive corrective actions if a youth is demonstrating non-aggressive behaviors:

#### **Non-Aggressive/No Separation Needed**

- Ignore minor attention-seeking occurrences
- Verbally remind youth of rules
- Within limits, allow for natural and logical consequences for behaviors
- Document behavior in Behavior Log
- Verbally notify parent or guardian of behavior documented in Behavior Log
- Partner with parents to develop guidance technique

#### **Non-Aggressive/Separation and Reset Needed**

- If behavior continues, guide the youth to a designated separation/reset area
- This is not to be an enclosed area out of sight or sound of Youth Development Staff, but rather a quiet area where the youth can sit and be monitored
- If separation/reset is used, duration will not exceed 10 minutes after the youth calms down
- The youth's return to the group must depend on the youth's stopping or bringing under control the behavior that initiated the separation
- As soon as the behavior in question stops, the youth will return to the group with guidance from Youth Development Staff
- Once calm, Youth Development Staff will discuss rules and expectations with youth
- Document the behavior and the separation/reset in a Behavior/Separation Report (White Slip)

- Behavior/Separation Reports will go home with parents any time a separation/reset takes place

### **Aggressive Behaviors**

Youth Development Staff will conduct these progressive corrective actions if a youth demonstrates aggressive behaviors:

- Separate the youth from other youth
- Redirect the youth's activity away from the subject of his/her anger
- Allow time for cooling down
- Calmly discuss why his/her behavior is not acceptable

If behavior continues, youth will be placed in an area designated as a separation/reset area where they can have space to calm down yet be in sight of Youth Development Staff. Separation is not to exceed 10 minutes after the youth calms down. Shorter length of time may be used depending upon the situation.

Under no circumstance is the Youth Development Staff allowed to use physical punishment or physical restraints (unless CPI trained) with a youth, this includes using exercise as a punishment. Youth Development Staff are to model the desired behavior by using a calm tone of voice.

### **Prohibited Actions**

BGCRRV prohibits the following actions against other youth or Youth Development Staff in the program. Failure to comply may result in termination from the program. These actions include, but are not limited to:

- Shoving
- Hair pulling
- Slapping
- Kicking
- Biting
- Pinching
- Hitting
- Spitting
- Inappropriate touching

Subjection of another youth/Youth Development Staff to emotional stress, which includes, but is not limited to:

- Name calling
- Ostracism
- Shaming
- Making derogatory remarks about a youth/Youth Development Staff or the youth/Youth Development Staff's family
- Using language that threatens, humiliates, or frightens the youth/Youth Development Staff (including swearing)

### **Separation of Youth from Group**

Separation is defined as any time a youth is away from regular activity because of behavior, and the youth has no choice of activities for a period of time. A youth who exhibits behavior that endangers either the safety of themselves or others during programming, or is so disruptive they interfere with the programming environment to

the extent services to other youth is disrupted, may be separated from the group. No youth will be separated from the group until less intrusive methods are tried and those methods are proven ineffective.

If a youth's behavior necessitates separation from the group, Youth Development Staff will implement the following procedure:

- The youth's return to the group must depend on the youth's stopping or bringing under control the behavior that started the separation
- As soon as the behavior in question stops, the youth will return to the group with guidance from Youth Development Staff

Continuous concerns or behaviors that compromise the programming environment may lead to suspension of program attendance and/or expulsion from program.

### **Exclusion from an Activity/Privilege**

Youth must be responsible members or they may not be able to participate in all privileges. Youth Development Staff may exclude the youth from an activity or remove a privilege for a definite time period. Specifications will be discussed with the youth, including time limits and loss of privilege (for example, if art materials are misused, the youth would not be permitted to participate in the art center for 30 minutes). Youth must be provided with an adequate alternative activity. Loss of privileges should not be used with an entire group.

### **Removal from the Program for the Remainder of the Day**

If at any time a youth's actions warrant immediate removal, Youth Development Staff needs to call their Program Coordinator to discuss the situation. The Program Coordinator will make the decision to send the youth home. Either the Program Coordinator or the Site Supervisor will contact the parent/guardian immediately to come and pick up the youth.

### **Suspension**

Repeated violations of rules and/or a serious infraction will lead to suspension. Suspension is at the discretion of the Program Coordinator and Program Director and its length will be determined by the seriousness of the infraction. A phone call will be made to the parent/guardian by the Program Coordinator clearly describing the behavior, length of suspension, and giving notice that continued misbehavior will result in the youth being expelled from the program.

### **Expulsion**

A serious infraction and/or repeated suspensions and violations of the rules will lead to expulsion from the Club. Expulsion is at the discretion of the Program Coordinator and Program Director. The Program Coordinator and Program Director (if necessary) will have a conversation with the parent/guardian regarding the expulsion.

### **Bullying Policy**

The Boys & Girls Clubs of the Red River Valley is committed to providing all youth with a safe environment, and will not tolerate any form of bullying at any BGCRRV activity on or off Club property.

Bullying is when these things happen again and again to someone, and it is hard for a child being bullied to stop these things from happening:

- Exclusion: Being ignored, left out on purpose, or not allowed to join in
- Physical: Being hit, kicked, or pushed around
- Lies or Rumors: Lies or nasty stories are told about someone to make other kids not like them

- Threats: Being made afraid of getting hurt
- Verbal Abuse & Teasing: Being made fun of and teased in a mean and hurtful way

Youth Development Staff Will:

- Model appropriate behavior
- Take immediate and appropriate steps to intervene
- Document the incident and notify the Program Coordinator
- Program Coordinator will notify the parent/guardian of both the victim and perpetrator of bullying

The course of action is dependent on the severity and persistence of the bullying. This may include suspension or expulsion from the Club.

### **YOUTH WITH SPECIAL NEEDS and/or BEHAVIORAL ISSUES**

All youth have diverse and unique needs and, in an ideal world, BGCRRV would accept all youth into its programs. However, due to the nature of group programming, providing services to youth that we cannot serve competently or adequately may impact BGCRRV's ability to provide a safe, caring, and fun environment to all youth. Therefore, BGCRRV has adopted the following policy:

- During the registration process, parents are responsible for communicating any predictable challenges their youth may experience in a traditional youth program
- Parents are responsible for providing a copy of the youth IEP or other unique needs information at the time of enrollment

If a youth has been accepted into one of the programs and it is later determined that we cannot adequately meet the needs of the youth; or it is later determined that the youth's enrollment in the program poses an unreasonable risk of emotional or physical harm to staff or other youth, the following action will occur:

1. The Youth Development Staff will communicate such facts and provide written documentation to the site Program Coordinator;
2. The Program Coordinator will investigate the concerns. If it is determined the youth should be removed from the program, the report will be brought to the Program Director; and/or
3. The Program Director will then consult with the Chief Operations Officer and the Chief Executive Officer for a final determination.

If a youth is dismissed from our program based on this review, it will be communicated verbally to the parent or guardian by the Program Coordinator. The Program Coordinator will take the opportunity to clarify the youth's special needs and explain why the youth has been dismissed from our program. The Program Coordinator will document the conversation in writing and provide the parent or guardian with a copy of the appropriate policy, as well as sending copy to Program Director.

Any decision approved by the Chief Executive Officer regarding this policy will be final. A youth will not be accepted back into our program without the CEO's written approval.



**BOYS & GIRLS CLUBS**  
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# GENERAL POLICIES & PROCEDURES



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## GENERAL POLICIES & PROCEDURES

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### SHARED CUSTODY

BGCRRV respects that family structures are very unique, and we will try our best to work with and accommodate families as much as possible; however, BGCRRV will not be put in a position of mediating disputes. This applies even when a court order grants joint or shared custody.

If any type of BGCRRV-related disputes were to arise, all matters must be resolved between the parents or the youth will not be permitted into the program. Resolution by the parents must be in writing, signed by both parents, and identify all persons who are authorized to pick up the child. The contact information should indicate in which order each should be contacted. The youth should be made aware of who is picking them up, and the youth should not be exposed to any problems if appropriate authorizations are not in the youth's record.

### FOOD AND NUTRITION

All youth enrolled in BGCRRV's programs for more than three hours are offered a snack. Afternoon snack is offered during BGCRRV's after-school program; breakfast and afternoon snack are offered during All-day and Summer Programs. No breakfast or snack is offered during the BGCRRV's before school program. Breakfast and snacks are provided free of charge to the youth.

Parents are responsible for providing a nutritious hot or cold sack lunch each day their youth is in BGCRRV's care during lunch hours; refrigerators and microwaves are available at locations where programming is open all day. Each lunch must meet the CACFP Meal Pattern Chart requirements. If a youth's lunch is not in accordance with the meal pattern chart, BGCRRV must supplement these items and a fee may be applied. A member of BGCRRV's Administration will contact parents regarding any supplement that has been provided, prior to billing.

If a youth has a medical condition that prohibits them from having a component required by the CACFP Meal Pattern Chart, the parent is responsible for notifying BGCRRV administration. Written notification from the youth's doctor may be requested.

The BGCRRV provides each youth in attendance, during lunch hours, a half pint of 1% milk free of charge.

### FIELD TRIPS

Field trips are indicated on the BGCRRV website. At the time of registration, parents grant permission for their youth to attend all field trips sponsored by BGCRRV by signing off on the registration form. The BGCRRV does not charge parents for youth to attend the field trip activities and strongly recommends that youth do not bring money when going on field trips.

All Youth Development Staff and youth are expected to participate unless permission has been given by Administration not to attend. One Youth Development Staff will supervise 8-to 10-youth on field trip activities outside of the licensed location. Due to safety precautions, parents are asked not to pick up their child while attending the off-site activity. In the event a field trip is cancelled, parents will be notified via our social media channels and on our website at BGCRRV.org

Dropping off and picking up youth from off-site activities, other than due to extenuating circumstances, is strongly discouraged. In the event that you must drop off or pickup your child during off-site activities, we ask that families complete and sign the Youth Pick-up Waiver and provide advance notice to BGCRRV Administration in order for a

safe and appropriate exchange. Please understand that having youth dropped off or picked up during off-site activities is in direct opposition to BGCRRV safety practices.

## **AQUATICS INFORMATION**

Swimming is one of the activities provided to youth attending the BGCRRV Summer Program, and may be included as a field trip during the School Year Program as well. Swimming will take place at public outdoor swimming pools or indoor pools during designated “open swim” times. Specific dates and times will be provided prior to the activity date. Youth will be supervised by on-duty Lifeguards as well as BGCRRV Youth Development Staff. During swimming activities, BGCRRV maintains a maximum Youth Development Staff to youth ratio of 1:10. At least half of the Youth Development Staff will be in the pool with the youth during these swimming times. We take safety seriously, and youth will be expected to follow the pool rules, as well as the BGCRRV safety rules, at all times when at the pool or during onsite aquatic activities.

Upon registration, parents must indicate permission for your child to participate or not participate in aquatics activities, as well as the level of participation.

- Zero Depth: Only allowed in zero-depth area of the pool. Youth will not be required to wear a life jacket but will not be allowed on water slides
- Life Jacket: A U.S. Coast Guard-approved life jacket will be required to be worn at all times. A life jacket will need to be provided by the family. Youth will not be allowed on water slides
- Can Swim: Allowed in 4 or 5 ft. pool area, depending on the pool. The child will also be allowed on the diving board or water slide
- Cannot Swim: Youth will not be allowed in the pool at any given time

Life jackets will not be allowed on water slides.

All aquatic level updates need to be in writing and submitted to the Midtown Administrative Office prior to taking effect.

## **NAP AND REST TIME**

As a school-age program we do not have regular nap and rest time however we provide opportunities for youth to have quiet time to calm their minds and bodies. Activities allowed during this time may be limited.

## **OUTSIDE ACTIVITIES**

### **Fall/Winter Weather**

- Outside activities will be cancelled if the outside temperature and/or wind chill factor falls below 10 degrees above zero. This includes playing outside.
- Weather-appropriate clothing (hats, gloves, coats, snow pants, and boots) should be worn by all youth.
- Youth will not be transported by BGCRRV during inclement weather, and all off-site activities will be automatically cancelled.

### **Spring/Summer Weather**

- In the summer, pool activities will be cancelled for the day if the temperature is below 70 degrees by 11:00AM of that day, or the decision may be delayed if weather is expected to improve.
- Youth will not be transported by the BGCRRV during inclement weather, and all off-site activities will be automatically cancelled.



- Outside activities will be shortened/cancelled if the outside heat index is 90 degrees or above using the Child Care Weather Watch Guide. The Program Coordinator will notify the site in the event of heat-related adjustments or cancellations.
- Air Quality will also be monitored by Program Coordinators, who will notify staff of any related adjustments or cancellation of activity.
- No outside activities will be allowed during tornado watches or warnings.

Under no circumstances will BGCRRV allow youth to walk home in severe weather, extreme heat, or during a severe weather alert. Site Supervisors will notify families regarding Permission to Dismiss.

## **RESEARCH AND PUBLIC RELATIONS PERMISSION**

At the time of registration, parents are given the option of whether they would like their child's photo/video published for media use both internally and externally by BGCRRV. Upon signing the registration forms, you release the BGCRRV from any liability for the use and publication of any information. In addition, you release BGCRRV from any liability for the use and publication of any information by any employee or volunteer of the BGCRRV.

From time to time, BGCRRV is required to collect data regarding the youth in our program. Upon signing the registration forms, you release the BGCRRV from any liability and consent to collect information via online or written surveys, questionnaires, program participation, interviews, and focus groups for research purposes or to evaluate the program's effectiveness. Any and all information received for each minor will be kept strictly confidential and non-identifiable. Data gathered through these means will be summarized in the aggregate and will exclude all references to any individual responses. The combined results of these analyses may be shared with Administration, Boys & Girls Clubs of America (BGCA), local school districts, funders, and other community stakeholders as evidence of program effectiveness and member impact. Data that may be disclosed might include information provided on the registration form, information provided by the minor child's school or school district, surveys, questionnaires, or any other information collected by BGCRRV. In addition, college students and other young adults are employed by the BGCRRV. Students may use or publish information on the care or social interactions with any of the children as part of their college course work. All names of children will be kept confidential. Youth's performance may be tracked as required to receive funds from any federal, state, or local grants.

By enrolling youth in our program, you agree to the following:

- In consideration of the acceptance of the participation of myself and any minors enrolled in BGCRRV programs, I hereby on my behalf and their behalf, release the Boys & Girls Clubs of the Red River Valley, its agents and employees from all claims for injuries or property damage that I or they may sustain arising out of the activities associated with the program. I and any such minors recognize and acknowledge that there are risks of physical injury to the participants in the activities both known and unknown and I agree for myself and on their behalf to assume the risks of such injuries, damages, or loss which I or they may sustain as a result of participation in the activities associated with Boys & Girls Clubs programs. I release Boys & Girls Clubs of the Red River Valley and its agents and employees from any such claims and I agree to indemnify and hold the Boys & Girls Clubs of the Red River Valley, its agents and employees harmless from any claims by any of the minors listed on this registration form arising out of or in any way related to the programs. I further agree to defend, hold harmless and indemnify Boys & Girls Clubs and its managers, officers from any claims, cause of action, damage, demand, expense, fine, liability, or penalty arising out of my child's participation in the program activities.

- I give permission for the Boys & Girls Clubs to transport my child for program related activities. I will be notified in advance where and what time my child will be transported. I understand that the Boys & Girls Clubs may contract a third party for transportation services.
- I understand and acknowledge that college students and other young adults are employed by the Boys & Girls Clubs. I give permission for any student to use or publish information on the care or social interactions of my child as part of their college course work. All names of children will be kept confidential. I therefore release the Boys & Girls Clubs from any liability for the use and publications of any information by any employee of the Boys & Girls Clubs.

## **ONBOARDING POLICY**

Boys & Girls Clubs of the Red River Valley is committed to selecting and retaining effective BGCRV employees and volunteers to serve our youth. As part of the selection process and in accordance with state background check regulations, background checks and screening procedures are conducted in accordance with this policy. All BGCRV employees and volunteers must be at least 18 years of age.

### **Equal Opportunity Employer/Provider**

Boys & Girls Club of the Red River Valley is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. BGCRV prohibits discrimination and harassment based on a youth's, parent's/guardian's, or employee's race, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, disability, age, or other status protected by law.

### **Interviewing**

Boys & Girls Clubs of the Red River Valley will conduct behavioral-based interviews with every candidate for employment or program volunteer service.

### **Reference Checks**

Boys & Girls Clubs of the Red River Valley conducts reference checks on any candidate for employment or volunteer with direct repetitive contact with young people.

### **Background Checks**

Boys & Girls Clubs of the Red River Valley conducts criminal background checks of all employees; Board volunteers and others who serve on a standing committee; and all other volunteers, including partners, who have direct repetitive contact with minors.

- Name-based or fingerprint-based record searches may be used in any combination, but the background check shall at a minimum:
- Verify the person's identity and legal aliases through verification of a Social Security Number
- Provide a national Sex Offender Registry search
- Provide a comprehensive criminal search that includes a national search
- Provide a comprehensive local criminal search that includes either a statewide or county-level criminal search, depending on jurisdiction
- Include any additional background check criteria required by BGCRV policies, funding or licensing agencies or required in the applicable jurisdiction, such as motor vehicle records, child abuse registry or credit checks
- Such checks will be conducted prior to employment and at regular intervals not to exceed twelve months

## **Effect of Conviction on Employment**

A childcare program operator may not be, and a childcare program may not employ or allow, in any capacity that involves or permits contact between the employee and any youth cared for by the childcare center, an individual who has been found guilty of, pled guilty to, or pled no contest to various criminal activities. For a complete list, please refer to ND Century Code 12.1 – 41.

In addition to the criminal activities listed in the ND Century Code noted above, the Boys & Girls Clubs of the Red River Valley will not employ or allow, in any capacity that involves or permits contact between the employee and any youth cared for, an individual who has/is:

- An offense under the laws of another jurisdiction which requires proof of substantially similar elements as required for conviction
- Been convicted of any misdemeanor or felony against children, including child pornography
- Been convicted of a felony of weapons
- Been convicted of a felony of drug possession, use or distribution offense within the last five years
- Refused to consent to a criminal background check
- Made a false statement in connection with a criminal background check
- Is registered, or is required to be registered on a state or national sex offender registry
- Any offense, other than an offense identified, if the Board of Directors or Chief Executive Officer determines that the individual has not been sufficiently rehabilitated

The Boys & Girls Clubs of the Red River Valley shall treat completion of a period of five years after final discharge from any term of probation, parole, or other form of community correction, or imprisonment, without subsequent conviction, as prima facie evidence of sufficient rehabilitation in relation to misdemeanor offenses.

## **Staff Onboarding**

Before working with any youth, all staff and volunteers, at a minimum, shall be given an orientation that includes an overview of the following:

- The organization's mission, goals, policies and procedures
- Job descriptions and performance standards for their position
- The needs and other relevant characteristics of program participants, including cultural and socioeconomic characteristics
- BGCRRV employee and volunteer policies and procedures, including expectations regarding work hours and schedules, breaks and planning time
- Operational policies and procedures related to safety, supervision, transportation, facilities, emergency operations, etc.
- Within 90 days, First Aid Training
- Completion of the required Child Abuse Prevention Trainings approved by Boys & Girls Clubs of America

## **DRUG AND ALCOHOL POLICY**

Boys & Girls Clubs of the Red River Valley is committed to providing a safe environment for youth, employees, and volunteers. To further ensure their safety, the organization maintains a drug- and alcohol-free workplace. The unlawful or improper use of drugs – including marijuana, controlled substances, or alcohol in the workplace – presents a danger to everyone. The organization also has a duty to comply with the requirements of the Drug-Free Workplace Act of 1988.

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

### **Reasonable Suspicion**

BGCRRV employees and/or volunteers will immediately notify BGCRRV Leadership of any action by an employee or volunteer who demonstrates an unusual pattern of behavior suggesting that they are under the influence of drugs or alcohol. BGCRRV Leadership will determine whether the employee should be examined by a physician or clinic and/or tested for drugs or alcohol in accordance with BGCRRV's drug-testing policies. BGCRRV employees and volunteers believed to be under the influence of drugs or alcohol will be required to leave the premises. Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.



**BOYS & GIRLS CLUBS**  
OF THE RED RIVER VALLEY

# EMERGENCY OPERATIONS



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## EMERGENCY OPERATIONS

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Boys & Girls Clubs of the Red River Valley maintains a Board-led Safety Committee that regularly focuses on safety and will have oversight and responsibility for the Emergency Operations Plan. The Board-led Safety Committee is responsible for reviewing and updating the Emergency Operations Plan annually.

**Emergency:** An emergency is any event, natural or man-made, whether expected or unexpected, that places life or significant Club assets in danger or threatens the ability to conduct normal business operations, and usually involves abnormal time constraints and resource responses.

**Mitigation:** Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters or emergencies.

**Preparedness:** Preparedness helps everyone act quickly and decisively in the face of a disaster or emergency. It can minimize loss of property and prevent death and injury.

### SAFETY REGULATIONS

Clear reporting policies and procedures are an important element in responding to incidents that might occur at our site locations. Youth Development Staff and volunteers must, at a minimum, immediately report and document all safety incidents that might affect Youth Development Staff, volunteers, youth, and others who visit a site location.

Safety incidents can include but are not limited to:

- Inappropriate activity between Youth Development Staff and youth
- Inappropriate activity between multiple youth
- Allegations of abuse
- Bullying behavior
- Inappropriate electronic communications between adults (18 or over) and youth
- Minor and major medical emergencies
- Accidents, including slips and falls
- Threats made by or against staff, volunteers and/or youths
- Physical assaults and injuries, including fights
- Missing youth
- Criminal activity, including theft and robbery
- Other incidents as deemed appropriate by BGCRRV Leadership

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

### Internal Incident Reporting

Any employee or volunteer who becomes aware of an incident, as defined in this policy, will immediately complete an Incident Report Form and submit the form to the BGCRRV Program Coordinator.

## **External Incident Reporting**

Boys & Girls Clubs of the Red River Valley follows all applicable mandated reporting statutes and regulations, and all applicable federal, state, and local laws (including licensing regulations) for the protection and safety of youth. Types of incidents reported include, but are not limited to:

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

## **Incident Investigation**

Boys & Girls Clubs of the Red River Valley takes all incidents seriously, and is committed to supporting external investigations of all reported incidents and allegations or internal investigations by the Safety Committee when not an externally reportable incident.

Federal, state, and local criminal and/or mandated child abuse reporting laws must be complied with before any consideration of an internal investigation. The internal investigation should never be viewed as a substitute for a required criminal or Child Protective Services investigation.

In the event that an incident involves an allegation against a BGCRRV employee, volunteer, or Club youth, the Club shall suspend that individual immediately and maintain the suspension throughout the course of the investigation.

## **BGCA Critical Incident Reporting**

Boys & Girls Clubs of the Red River Valley will immediately report any allegation of abuse or potential criminal matter to law enforcement. In addition, the Club shall report the following critical incidents to Boys & Girls Clubs of America within 24 hours:

- Any instance or allegation of child abuse, including physical, emotional, or sexual abuse; sexual misconduct or exploitation (Club-related or not) against any youth by a current employee or volunteer; or any Club-related instance by a former employee or volunteer.
- Any instance or allegation of child abuse, including physical, emotional, or sexual abuse; or sexual misconduct or exploitation by a youth towards another youth at a Club site or during a Club-sponsored activity.
- Any youth who might have been abducted or reported missing from a Club site or Club-sponsored activity.
- Any major medical emergency involving a youth, BGCRRV employee, or volunteer at a Club site or during a Club-sponsored activity leading to extended hospitalization, permanent injury, or death; or a mental health crisis with a youth requiring outside care.
- Any instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct, harassment, or exploitation (Club-related or not) involving any BGCRRV employee; or any Club-related instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct harassment or exploitation against a volunteer or visitor.
- Any failure to comply with requirements set forth by childcare licensing agencies or organizations.
- Any known or suspected felony-level criminal act committed at a Club site or during a Club-sponsored activity.



- Any misappropriation of organizational funds in the amount of \$10,000 or greater, or any amount of federal funds.
- Any criminal or civil legal action involving the organization, its employees, or volunteers, as well as any changes in the status of an open organization-related legal action.
- Negative media attention that could compromise the reputation of BGCRRV or the Boys & Girls Clubs of America brand.
- Any other incident deemed critical by BGCRRV.

If a probable cause determination or a decision that services are required under North Dakota Century Code Chapter 50-25.1 exists, indicating that any youth has been abused or neglected by a BGCRRV Employee, that individual shall furnish information satisfactory to the department from which the department may determine the BGCRRV employee's current ability to provide care free of abuse or neglect. The determination of current ability must be furnished to the school age youth care center operator and to the regional director of the human service center for consideration and action of the school age youth care center license.

### **First Aid and CPR Training**

All Youth Development Staff are trained in First Aid and CPR within the first 90 days of employment. At least one Youth Development Staff trained in First Aid and CPR is on-site at all times. In the event of an accident, injury, or dental emergency, Youth Development Staff will administer First Aid, and notify the Program Coordinator and youth's parents/guardians, depending on severity. If the circumstance is deemed as a serious or life-threatening situation 911 will be contacted immediately.

### **Injury Reports**

Injury reports are used to assist in communication between Youth Development Staff and parents, communication between Youth Development Staff and Program Coordinator, and for improving safety within the Club. Injury reports will be completed for all injuries.

## **INTERNAL AND EXTERNAL THREATS**

BGCRRV is required to have annual inspections completed by local authorities. Fire, tornado, and lockdown drills are practiced and administered at the sites as recommended by local authorities. Each Safety Regulation is described in greater detail below.

### **Fire Drills**

Annual inspections are completed by local or state authorities. Formal fire drills must be held at each site location once a month. Posted at each site is a floor plan identifying fire evacuation routes (primary and secondary exits) and fire extinguisher locations. Also posted is the telephone number for the Fire Department, and roles of Youth Development Staff in an emergency.

### **Tornado Drills**

Tornado drills must be held at each site location once a month from April through September, as well as in November and February. Tornado evacuation routes must be posted at each location in specific rooms.

### **Lockdown Drills**

Lockdown drills must be held at each site location quarterly. The purpose of a lockdown drill is to test the planning process and procedures developed in the event of an internal or external threat to the building.

## **Bomb Threats, Explosions, and Suspicious Packages**

Any bomb threat, explosion, or suspicious package will be regarded as a danger. A bomb threat, explosion, or suspicious package may be received at any time by anyone.

## **INCLEMENT WEATHER**

In the event that BGCRRV is notified of pending severe weather or other emergencies, the following will take place:

### **Blizzard**

BGCRRV will follow the weather-closing schedule of the Fargo Public School District. If a school opens late due to weather, BGCRRV morning programs at school sites will not be held. If the school closes midday and BGCRRV programming has not begun, no school site services will be provided. If the school district cancels all afterschool activities, programming will neither be held in schools nor youth centers.

For programs that are held at BGCRRV Youth Center facilities on school-out days, Management will determine weather-related closings or modified programming hours. Any closings or modified programming hours will be announced on local media, the BGCRRV website (BGCRRV.org), and the BGCRRV Facebook page (Boys & Girls Clubs of the Red River Valley and BGCRRV employee Facebook page), or call (701) 235-2147.

If an early closing time is determined necessary, all supervisory Youth Development Staff will remain on site until all youth are picked up. Youth Development Staff should contact the Program Coordinator if any type of assistance in contacting parents is necessary.

### **Tornado Watch** (weather conditions are conducive for a tornado to develop)

- Youth will remain inside with no outdoor play
- Youth Development Staff will be instructed to check local weather alerts. Program Coordinators will be monitoring the situation and keeping sites up-to-date with current weather information
- Youth Development Staff will be prepared for action should a tornado warning be issued

### **Tornado Warning** (tornado has been sighted or detected)

Youth Development Staff will take a site phone, move youth to the designated area, and remind youth to stay in the protective position.

### **Power Outage**

In the event of a power outage at a school site location, Youth Development Staff will use the site cell phone to call their Program Coordinator to notify them of the situation. Youth Development Staff will direct youth to a quiet activity until power is restored. If Youth Development Staff need to move youth to a different location within the school, signs will be posted to notify the parents. In the event power cannot be restored in a timely manner, parents will be notified to come and pick up their youth. If parents are unable to pick up their youth, they will be transported to the nearest operating Youth Center location. All site locations are equipped with battery-operated flashlights that are checked weekly to ensure they are in proper working condition.

In the event of a power outage at a Youth Center location, Midtown Administrative Office will notify the power company of the situation. Youth Development Staff will direct youth to a quiet activity until power is restored. In the event power cannot be restored in a timely manner, parents will be notified to come and pick up their youth. If parents are unable to pick up their youth, they will be transported to the nearest operating Youth Center location.

All Youth Centers are equipped with emergency lighting as well as battery-operated flashlights that are checked weekly to ensure they are in proper working condition.

Information will be announced to parents on local media/email, the BGCRRV website ([bgcrrv.org](http://bgcrrv.org)), and the BGCRRV Facebook page (Boys & Girls Clubs of the Red River Valley).

We will implement the Family Reunification Plan, if necessary.

#### **Family Reunification Plan**

- Parents who are not with their children at the time of an evacuation will be notified, when it is safe, where they can be reunited with their children.
- The Marketing & Communications Specialist will update media, social media, and send family messages related to the reunification plan when available.
- Available BGCRRV employees will help calm those waiting at the reunification site and distribute resources on traumatic stress reactions. Assistance from mental health professionals or counselors will be requested.



**BOYS & GIRLS CLUBS**  
OF THE RED RIVER VALLEY

# TECHNOLOGY USE POLICY



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## TECHNOLOGY USE POLICY

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Before youth are allowed to use BGCRRV technology equipment or their personal device, the youth and their parent/guardian must read and sign the Technology Acceptable Use Policy. (Youth will sign upon completing Internet Safety training.)

Under the Technology Acceptable Use Policy, the following relevant principles will apply:

- BGCRRV devices include any and all BGCRRV-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media, and transmit or receive messages or images.
- Personally-owned devices include any and all youth-owned or school-issued existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media, and transmit or receive messages or images.
- BGCRRV purposes include program activities, career development, communication with experts and/or Club youth, and homework. Youth are expected to act responsibly and thoughtfully when using technology resources. Youth bear the burden of responsibility to inquire with Youth Development Staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.
- Authorized use: BGCRRV devices and personally-owned devices are permitted for use during approved BGCRRV times for BGCRRV purposes in approved locations only. BGCRRV expressly prohibits the use of BGCRRV devices or personally-owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.
- Appropriate use: Youth may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or anyone else online. Any inappropriate use of a BGCRRV or personally-owned device, as determined by BGCRRV employees, can lead to disciplinary action including, but not limited to: confiscation of the device (to be returned to parent at end of day); immediate suspension; expulsion; or other disciplinary actions determined to be appropriate by BGCRRV's existing disciplinary policies including, if applicable, referral to local law enforcement.
- Monitoring and inspection: BGCRRV reserves the right to monitor, inspect, copy, and review any personally-owned device that is brought to BGCRRV. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection.
- Parents/guardians may refuse to allow such inspections. If so, the youth will be prohibited from bringing personally-owned devices to BGCRRV in the future.
- Loss and damage: Youth are responsible for keeping devices with them at all times. BGCRRV employees are not responsible for the security and condition of the youth's personal device. Furthermore, BGCRRV is not liable for the loss, damage, misuse, or theft of any personally-owned device brought to the Club.

### INAPPROPRIATE USE

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

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by youth

- Information that could cause damage to an individual or the BGCRRV community, or create the danger of disruption of BGCRRV's environment
- Personal attacks, including prejudicial or discriminatory attacks
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others
- Knowingly or recklessly posting false or defamatory information about a person or organization
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices

If youth are told to stop sending communications, youth must cease the activity immediately, or face disciplinary action.

Cyberbullying: Youth may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or anyone else online. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of BGCRRV, BGCRRV youth, BGCRRV Employees, or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails, or comments on social media
- Rumors sent by email or posted on social media sites
- Embarrassing pictures, videos, websites, or fake profiles
- Posting/sending hurtful texts, emails, posts, images, or videos
- Making online threats
- Imitating others online or using their log-in
- Deliberately excluding others online

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

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

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

Digital citizenship: BGCRRV youth shall conduct themselves online in a manner that is aligned with the Boys & Girls Clubs of the Red River Valley Code of Conduct. The same rules and guidelines youth are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a youth behave online in a manner that violates

BGCRRV's Code of Conduct, that youth shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

Digital citizenship and technology safety training: All youth who wish to use a BGCRRV device or equipment are required to successfully complete a BGCA-approved digital citizenship and technology safety training. This training is required for all youth, at the start of school year and start of summer, or upon registration.





**BOYS & GIRLS CLUBS**  
OF THE RED RIVER VALLEY

**CONTACT US**



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## CONTACT US

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Midtown Administrative Office Location: Boys & Girls Club at Midtown 2500 18<sup>th</sup> St S, Fargo, ND 58103

Phone: (701) 235-2147 and Fax Number (701) 235-9970

Accounting Department: [accounts@bgcrrv.org](mailto:accounts@bgcrrv.org)

Billing Department: [billing@bgcrrv.org](mailto:billing@bgcrrv.org)

Scheduling Department: [schedule@bgcrrv.org](mailto:schedule@bgcrrv.org)

### FILING A SUGGESTION OR COMPLAINT

We strive to provide quality services and appreciate feedback. If you feel there are areas in which we can improve, please contact the Program Coordinator associated with the site your child attends. If the Program Coordinator is unable to assist in the matter, please contact the Program Director; and then, if necessary, the Chief Operations Officer or Chief Executive Officer. If the appropriate people have been contacted and provided with sufficient time to implement change or corrective action and you still are not satisfied, please contact the North Dakota Department of Health and Human Services, Children and Family Services Division:

Ruby Kolpack (701)239-6761 or [rkolpack@nd.gov](mailto:rkolpack@nd.gov)

For BGCRRV Sites: Hawthorne, Lewis & Clark, Longfellow, Washington, Midtown, and Horace Mann

Lori Hopewell (701)403-4328 or [lhopewell@nd.gov](mailto:lhopewell@nd.gov)

For BGCRRV Sites: Lincoln, Ed Clapp, Eagles, Centennial, Bennett, Rose Creek, and Kennedy

Boys & Girls Clubs of the Red River Valley [Website](#)

Boys & Girls Clubs of the Red River Valley [Facebook](#)

Boys & Girls Clubs of the Red River Valley [Instagram](#)

Boys & Girls Clubs of the Red River Valley [Twitter](#)