



**BOYS & GIRLS CLUB
OF PORTAGE COUNTY, INC.**

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MEMBERSHIP HANDBOOK

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GENERAL INFORMATION

MISSION STATEMENT

To inspire and empower our youth to realize their full potential.

MEMBERSHIP POLICIES

The Boys & Girls Club of Portage County's membership is open to any child regardless of race, color, religion, sex, gender identity, national origin, economic circumstances, or any other characteristic protected by state or federal law. The Boys & Girls Club of Portage County has two membership fees: one for Centers and one for School Site locations. Full details regarding our membership fees are available at each Club site's front desk or online at www.bgclubpc.org/members.

To become a Club member, please visit the Club's website: www.bgclubpc.org/members. Families who are new to the Boys & Girls Club of Portage County must create a household account through the Parent Portal on MyClubHub, our membership management program. Memberships can then be purchased online through the Parent Portal. Paper applications are available only on request. After purchasing a membership, new Club members and their caregivers are required to attend an orientation. Orientation times will be available at the front desk of each Club site, and additional orientations will be offered at peak renewal times. After orientation, Club members can attend the Club and will receive a Club card, which Club members are **required** to bring to be admitted into the BGC.

Additional membership cards and lanyards may be purchased at your Club site's front desk.

MEMBERSHIP & BUILDING CAPACITY LIMITS

Each of our Club sites has a membership limit and a building capacity limit. If we have reached maximum membership capacity, we will place children on a waiting list and contact caregivers if space becomes available. Children in certain high-need or emergency situations may be allowed to participate immediately.

If we reach building capacity at a facility, we will NOT be able to allow additional children into the building until Club members sign out for the day. We rely on caregivers' cooperation in complying with our membership boundaries and building capacity limits to better balance our attendance across our Club sites and help us maintain a safe environment for children.

MEMBERSHIP BOUNDARIES

Boys & Girls Club of Portage County's membership boundaries exist to ensure we can maintain safe staff-to-Club member ratios at each Club site. Regardless of which Club site your child(ren) attends, Boys & Girls Club will strive to provide a safe and supervised environment with trained staff, quality programming, nutritious meals and snacks, and of course, lots of fun!

Please refer to our Membership Boundaries Chart to determine which Club site your child(ren) should attend. If your child's school is not listed here, or you feel your circumstances warrant an exception from the Membership Boundaries, please contact Membership Services Director Brooke Decker at brooke.decker@bgclubpc.org or 715-883-1086.

BOYS & GIRLS CLUB OF PORTAGE COUNTY MEMBERSHIP BOUNDARIES CHART

Child's School	After School Programming	No School Day Programming	Summer Programming
Almond-Bancroft Schools	Almond-Bancroft Extension	Schierl Center	Schierl Center
Amherst Schools	Schierl Center	Schierl Center	Amherst Extension
Bannach Elementary	Berard Center	Berard Center	Berard Center
Ben Franklin Junior High	Teen Center	Teen Center	Teen Center
Home/Virtual School	Based on your Home Address	Based on your Home Address	Based on your Home Address
Jefferson Elementary	Jefferson Elementary Center	Berard Center	McKinley Elementary Center
JF Kennedy Elementary	Junction City Extension	Berard Center	Junction City Extension
Madison Elementary	Madison Elementary Center	Berard Center	Berard Center
McDill Elementary	Schierl Center	Schierl Center	Schierl Center
McKinley Elementary	McKinley Elementary Center	Schierl Center	McKinley Elementary Center
Pacelli High School	Teen Center	Teen Center	Teen Center
Pacelli Middle School	Berard Center or Teen Center*	Berard Center or Teen Center*	Berard Center or Teen Center*
PJ Jacobs Junior High	Teen Center	Teen Center	Teen Center
Plover-Whiting Elementary	Schierl Center	Schierl Center	Schierl Center
Point of Discovery School	Berard Center or Teen Center*	Berard Center or Teen Center*	Berard Center or Teen Center*
Roosevelt Elementary	Schierl Center	Schierl Center	Schierl Center
Rosholt Schools	Rosholt Extension	Berard Center	Rosholt Extension
SPASH	Teen Center	Teen Center	Teen Center at Berard Center
St. Adalbert Catholic School	Rosholt Extension	Berard Center	Rosholt Extension
St. Bronislava (PCES)	Schierl Center	Schierl Center	Schierl Center
St. Paul Lutheran	Berard Center or Schierl Center^	Berard Center or Schierl Center^	Berard Center or Schierl Center^
St. Stephen (PCES)	Berard Center	Berard Center	Berard Center
Stevens Point Christian Academy	Berard Center or Schierl Center^	Berard Center or Schierl Center^	Berard Center or Schierl Center^
Tomorrow River Schools	Schierl Center	Schierl Center	Amherst Extension
TRCCS	Berard Center or Schierl Center^	Berard Center or Schierl Center^	Berard Center or Schierl Center^
Washington Elementary	Berard Center	Berard Center	Berard Center

* Depending on home address

^ Depending on school grade

SUPERVISION POLICY

To ensure a safe environment, all areas are adequately supervised by Club staff and volunteers. the Club strives to maintain appropriate Club staff-to-Club member ratios:

- Programming at Club Sites: 1 adult to 15 Club members
- Fieldtrips:
 - Local and small field trips: 1 adult to 10 Club members
 - Out-of-town and large field trips: 1 adult to 8 Club members

SUPPORTIVE MEMBERSHIP POLICY

The Boys & Girls Club prioritizes serving all eligible youth. While staff receive annual training on serving Club members with additional needs, we recognize that some Club members may have needs beyond our scope of programming.

As inclusion is a core value of our organization, any youth who meets our membership requirements may participate so long as their participation doesn't negatively interfere with other Club members. As a private organization, we are under no obligation at Club sites to provide services to any child or family.

Families with children requiring additional support are advised to consider the following:

- Be in regular communication with Club staff about child's needs and behavior.
- Limit participation times to "off-peak" hours.
- Gradually increase attendance frequency over time to help the Club member become familiar with routines and expectations.
- When appropriate, include Club staff in IEP and other support-focused meetings and/or sign a release of information with the child's school and other service agencies.
- Attend programming with their child.
- Caregivers would need to complete a background check before participating.
- BGC will provide families with one free background check per year for this purpose.
- Secure a trained, outside one-on-one assistant to attend programming with their child to provide additional support.
- BGC will provide families with one free background check per year for this purpose.

Club Site Directors reserve the right to make changes to a Club member's membership if their participation negatively affects other Club members. The decision of the local Club site may be appealed, first to the Director of Operations and then the CEO. The decision of the CEO is considered final.

ELIGIBILITY REQUIREMENTS

Each of the BGC Sites has different age/grade requirements. This information can be found on each of our Club sites' specific page located on our website: www.bgclubpc.org. During BGC programming time Club members will be grouped in grade-specific programming.

All Club members must be able to successfully use the bathroom, without reminders or assistance from BGC staff.

Club members will be considered "graduated" from the BGC program after the end of the summer following their senior year in high school or when they turn 19 years of age, whichever comes first.

DROP-IN FACILITY

The Boys & Girls Club of Portage County is a drop-in facility, meaning Club members are not required to attend daily. Club members are only allowed to leave the Club on their own with written or verbal consent from their

caregiver. All adults listed under a Club member's account in MyClubHub are authorized to pick up unless access is prohibited or restricted by a court order, which must be provided to the BGC. It is the caregiver's responsibility to keep their Club member's authorized pick-up list up to date with current contact information through the Parent Portal.

Club members attending our school site locations are required to sign in immediately following the end of the school day unless they are involved in another after-school activity (safety patrol, sports, etc.). It is the responsibility of the Club member to scan into their Club after school. If the Club member does not scan into the Boys & Girls Club they will not be considered present at the Club. Club members who have caregiver consent are permitted to sign out of the Club twice per day maximum unless prior arrangements have been made between Club staff and caregiver.

LATE PICK-UP POLICY

Boys & Girls Club sites close at different times, and it is the caregiver's responsibility to know the hours of operations of the Club site their Club member is attending. If a Club member is present five minutes after Club closes caregivers and/or emergency contacts will be called. If 30 minutes have passed and no one has been reached, or the Club member does not have a plan to be picked up, local law enforcement will be contacted.

If late pick-ups continue to occur, the Boys & Girls Club may enforce an early pickup time, limit Club attendance, and/or revoke the Club member's membership.

POTENTIAL CLUB MEMBERS

Club members may bring potential Club members such as school-age friends and family members to the Club once at no charge. Visiting youth must register at the Club's front desk when visiting the Club. If guests want to attend after their first visit, their caregiver must purchase a membership and attend a New Family Orientation prior to attending.

CAREGIVER COMMUNICATION

The Boys & Girls Club of Portage County strives to inform caregivers of Club activities and events. Activities and events are posted on our Facebook page (www.facebook.com/bgclubpc) and emails are sent out to caregivers. Flyers for special events are located at the front desk of our Clubs and caregivers are encouraged to come inside to view the posted information and ask questions.

The Boys & Girls Club also depends upon caregivers to keep the Club informed of issues and events affecting their child(ren). If there are changes to a child(ren)'s health, medication, living situations, etc., it is the responsibility of the caregiver to update these items through the Parent Portal and or notify their Site Director. Caregivers must also notify their Site Director of any changes in contact information or custody arrangements so that we can best serve their child(ren).

LOST & FOUND

Club members are responsible for their personal belongings and should not bring expensive items including electronics and jewelry to the Club, as the Boys & Girls Club of Portage County is not responsible for lost, broken, or stolen items. The Berard and Schierl Centers have a lost and found area located near the front entrances. Each school site's lost and found area is located within the school's lost and found area. Lost and found items are typically kept for 4-6 weeks and then donated.

INCLEMENT WEATHER

School Year: If a school district cancels school for the day due to inclement weather, all Club sites within the district will be closed.

If a school district cancels afterschool activities or closes early due to inclement weather, school-based Club sites within the district will be closed. In most cases, depending on weather conditions, the Berard Center, Teen Center, and Schierl Center will be open until 5:30 PM.

Summer: In cases of inclement weather, the Club's schedule will change to indoor activities. Outdoor field trips may be rescheduled, postponed, or canceled. Contact your Club site to check on the status of any field trip. Club members will be made aware of and regularly practice safety procedures to be executed in the event of threatening weather.

DONATIONS

Donations are the main source of funding for the Boys & Girls Club. Monetary donations help us provide nutritious meals and snacks daily, remain open on no-school days, and provide numerous programs that inspire and enable the Club members we serve. Donations of all sizes are appreciated and encouraged. In-kind donations are also accepted. Please visit our website for a complete wish list of items we need, to learn more about how to support the Club's programs, or about our fundraising events.

VOLUNTEER OPPORTUNITIES

The heart of any youth program is its volunteers! Donations of time, money and services are just a few ways to help support the Boys & Girls Club of Portage County. If interested in volunteering, please visit our website at <https://www.bgclubpc.org/volunteer> to fill out a volunteer application. All caregivers, volunteers, and Club staff must go through a background check process and complete required training before volunteering or working at the Club.

CLUB PROGRAMMING

The Boys & Girls Club's programming is guided by the Formula for Impact, which focuses on providing youth with a high-quality, Outcome-Driven Club Experience that enables them to achieve long-term positive outcomes in our three priority areas: Academic Success, Good Character and Citizenship, and Healthy Lifestyles. This Club Experience includes programming and activities in our five core program areas as well as the Five Key Elements for Positive Youth Development, which include:

- A safe, positive environment;
- Fun and a sense of belonging;
- Supportive relationships with peers and adults;
- Opportunities and expectations;
- And recognition.

When the Five Key Elements are intentionally infused in programs and operations, the Club creates a developmentally rich environment that leads to greater impact.

CORE PROGRAM AREAS

Boys & Girls Club offers in five Core Program Areas that closely align with the developmental needs of all young people. Opportunities that support social-emotional development and workforce readiness are integrated across our Core Program Areas.

Education: These programs are designed to ensure that all Club members graduate from high school on time, ready for a post-secondary career. Programs and activities in this area are linked to the Academic Success priority outcome area and include Power Hour, STEAM, Club Tech, and Ultimate Journey.

The Arts: These programs are designed to foster creativity in young people and give them outlets for self-expression. From photography to hip-hop, our arts programs have something that will inspire

everyone. Programs and activities in this area are linked to the Academic Success priority outcome area and include Fine Arts, Music Makers, Drama Matters.

Health & Wellness: These programs develop young people's capacity to engage in positive behaviors to nurture their well-being, set personal goals, and grow into self-sufficient adults. Programs and activities in this area are linked to the Healthy lifestyle's priority outcome area and include Healthy Habits, Cooking Club, Green Thumb, and SMART Moves.

Sports & Recreation: These Club programs help develop physical fitness, reduce stress, and promote positive use of leisure time, appreciation for the environment, and interpersonal skills. Programs and activities in this area are linked to the Healthy Lifestyles priority outcome area and include Triple Play, Bike Club, Games Room, and Sports Leagues.

Leadership & Service: Leadership and Service programs build leadership with self, leadership with others, and leadership within the community. They give youth the confidence and abilities to create meaningful change in their world. Programs and activities in this area are linked to the Good Character and Citizenship priority outcome area and include Youth of the Month and Keystone.

DELTA DENTAL SMILE CLUB

The Delta Dental of Wisconsin Smile Club offers oral health care education, screenings and preventive dental care to all Club members who have signed up to participate. Services are provided by volunteer dentists and a licensed hygienist and include cleanings, exams, fluoride varnish, x-rays, sealants, and referrals. For more information on the program, email smileclub@deltadentalwi.com or call Delta Dental Smile Club at 715.204.1180.

MEAL PROGRAM

Thanks to the USDA and Boys & Girls Club of Portage County donors, all Club members can receive FREE healthy snacks and meals where available. Donations are encouraged to help fund our food programs. The Boys & Girls Club and the USDA are equal opportunity providers.

Caregivers should refer to our *Special Dietary Needs Form* on our website at www.bgclubpc.org/members if their child(ren) has a food allergy or special dietary need.

GREAT FUTURES! PROGRAM

Great Futures! is a social-emotional learning (SEL) program intended to support Club members' social and emotional development. Utilizing an evidence-based curriculum, SEL staff provide small-group and one-on-one sessions focused on strengthening Club members' knowledge and skills in five key areas: self-awareness, self-management, social awareness, relationship skills, and responsible decision-making. If you have any questions regarding the Great Futures! program, please get in touch with the Social-Emotional Learning staff at your Club site.

FIELD TRIPS

Each Club location offers various field trips throughout the year. Field trips are posted at each Club's front desk and in our newsletters. Field trip participants are chosen on a first-come-first-served basis (permission slip completed and fees paid, if applicable). Field trip fees are not generally refundable, but Club members put on a waiting list will be reimbursed if there is no room available. If a Club member is not following expectations prior to or during a field trip, they could lose the privilege to attend or need to be picked up early by a caregiver. Club members will not be forced to go on a field trip if they express that they do not want to go on the day of the trip.

AQUATIC CENTER AND SWIM PROGRAMS

BGC utilizes licensed and staffed public facilities for swimming activities. Under NO circumstances will Club members be allowed to swim at any pool, beach, or other facility without a trained/certified lifeguard on duty with proper lifeguarding equipment present for the activity.

Before allowing Club Members to swim BGC staff need to verify that the facility in use has the following best-practice guidelines met:

- License to operate from a local public health department or accrediting body
- Appropriate safety equipment for activities taking place
- Certified lifeguards on duty
- Private and individual changing facilities

Sunscreen will be applied to Club members and staff 15 minutes before any swimming takes place and every two hours thereafter. Club Staff are not allowed to apply cream sunscreens to Club members. BGC will provide staff and Club members with aerosol sunscreen. Club members are encouraged to change in BGC facilities before heading to aquatic centers. If this isn't possible, BGC will arrange private changing facilities at aquatic centers. Changing in public restrooms or locker rooms where visibility is an issue is prohibited for Club members.

DRESS CODE POLICY

Proper dress is the responsibility of Club members and their caregivers. Rules pertaining to appropriate Club member attire are necessary to maintain good decorum and a favorable academic atmosphere. Clothing that displays profanity, violence, is sexually suggestive, is offensive, promotes gang activity, or promotes alcohol, tobacco, or drug use are not appropriate. Club members wearing inappropriate clothing will be asked to change or turn their shirts inside out. Club members must adhere to the following:

- Clothing must cover the torso from above chest cleavage to mid-thigh.
- No items of clothing where undergarments are exposed are allowed.
- Footwear must be worn while at the Club.
 - Closed toed shoes are strongly encouraged to protect feet during sports/recreation activities.
 - Club staff may limit participation in activities and program due to inadequate footwear.

CLUB EXPECTATIONS & BEHAVIOR POLICIES

To ensure a safe, positive environment, all Club members are expected to adhere to the following expectations while attending the Boys & Girls Club:

- **Be Responsible** for your words and actions.
- **Be Respectful** of yourself, others, and the Boys & Girls Club.
- **Be Safe**

These clear, consistent expectations are enforced across all programming activities, and Club members are reminded of these expectations when they participate in the Club. BGC has strong partnerships with local school districts, ensuring that the expectations and behavior systems in place at the Club align with what most Club members experience during the school day.

BEHAVIOR SUPPORT POLICY

BGC's Behavior Support Policy aims to promote positive behaviors and manage problematic ones by identifying, teaching, and reinforcing appropriate conduct.

Each Club site uses a positive reinforcement system, encouraging Club members to demonstrate core values like respect, responsibility, and safety to earn rewards such as parties and prizes. Recognition programs, such as

Youth of the Month, highlight Club members whose exceptional behavior goes above and beyond standard expectations.

A multi-tiered support system ensures that all Club members receive appropriate social, emotional, and behavioral support:

Tier 1: Universal Strategies

All Club members receive foundational support for social-emotional growth, with staff using behavior support techniques like guidance, redirection, and positive reinforcement. Club members at all Club sites also have access to designated break/reset spaces equipped with sensory and regulation tools.

Tier 2: Targeted Support

Club members needing more support can participate in the Great Futures! program, which supports Club members' social-emotional development through weekly one-on-one or small group program sessions and individualized support plans. Staff will work with families to address individual areas for growth using a variety of supports, including evidence-informed curriculum, daily check-ins, scheduled breaks, and personal reward systems.

Tier 3: Community Referrals

Club members needing support beyond the scope of the Club's programming will be connected to additional resources and services through referral pathways to community partners.

When a Club member is not able to follow Club expectations, Club staff will respond with appropriate behavior support strategies based on the situation. These strategies may include verbal warnings, personal breaks, loss of privileges, individual meetings, and/or being sent home for the remainder of the day. Club staff will follow documentation protocols, and caregivers will be informed and asked to sign documentation when applicable.

SERIOUS BEHAVIOR & SUSPENSION POLICY

More serious behavior situations may result in a suspension from the Club and/or require a family meeting prior to the Club member returning to programming. Serious behaviors include, but are not limited to:

- Bullying
- Racial or sexual harassment
- Fighting or threatening others
- Running away from Club staff and/or the facility
- Destruction or theft of property
- Possession or use of weapons
- Substance misuse (drugs, alcohol, tobacco)

In such cases, caregivers will be notified and will have 30 minutes to pick up their child. If they are unable to do so, an authorized alternative must be arranged. Club members will not be allowed to participate in programming while they wait to be picked up. Additionally, if a Club member is suspended or expelled from school, they cannot attend the Club until the suspension ends.

In some cases, a family meeting to discuss reentry may be required before the Club member can return to programming. The Club has sole discretion to determine when or if a child is ready to return to the Club and to determine return conditions, which may include implementing a behavior-support plan at the Club, modifying program participation, or seeking external services for further assistance.

The Boys & Girls Club of Portage County remains committed to its Club members. While suspension may be warranted as outlined above, the Club provides services and can connect families to community resources to

support a Club member's safe and successful return to our programming. For more information, please refer to the Supportive Membership Policy.

CAREGIVER CODE OF CONDUCT

The Boys & Girls Clubs of Portage County is committed to providing a safe and supportive environment for your child. To ensure your child's development is met in a positive way, we ask that you as the caregiver(s) agree to the following:

- **Respect:** I will treat all staff, volunteers, Club members, and other Club families with respect, courtesy, and consideration.
- **Support:** I will support the mission, goals, and values of the BGC and actively encourage my child to participate in programs and activities.
- **Communication:** I will communicate openly, honestly, and respectfully with staff, volunteers, and other Club families. I will address any concerns or issues through appropriate channels and in a timely and respectable manner.
- **Safety:** I will prioritize the safety and well-being of all Club members and will comply with all safety protocols and procedures established by the BGC.
- **Compliance:** I will comply to make every effort to follow all policies and procedures as expressed in this handbook.
- **Inclusivity:** I will promote inclusivity and diversity within the organization and will encourage my child to respect and appreciate individual differences.

Should a caregiver violate the above guidelines, they may be prohibited from being present at Club programs or entering BGC facilities, whether owned by or used as part of BGC programs and services.

DRUG & ALCOHOL POLICY

The Boys & Girls Club of Portage County is a tobacco, drug, and alcohol-free environment. Alcohol, non-prescription drugs, and any other substances that alter an individual's ability to function in the Club environment are strictly prohibited. Smoking, vaping, or drug use at Club is to be reported to Club staff immediately. In the event of a drug or alcohol-related issue occurring on Club grounds or at a sponsored event, police and caregivers will be notified, and appropriate actions will be taken to correct the situation.

BULLYING POLICY

The Boys & Girls Club of Portage County is committed to providing a safe, secure, and healthy environment that allows all Club members to maximize their potential. The BGC considers bullying detrimental to the health and safety of Club members and is prohibited.

Bullying includes aggressive and hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. This behavior may include, but is not limited to:

- Physical: assaulting, hitting, punching, kicking, theft, or threatening behavior
- Verbal: threatening or intimidating language, teasing or name-calling, racist remarks
- Written: comments which are offensive or objectionable to the recipient or which cause the recipient discomfort, anger, or humiliation or which interfere with the recipient's academic performance
- Indirect: spreading cruel rumors, social exclusion or isolation, intimidating looks and/or gestures
- Cyber: using technology in a hurtful manner such as, but not limited to, the use of e-mail, instant messages, text messages, digital pictures or images, cell phones, or posting on websites and/or other social media to threaten, harass, discriminate, or intimidate the individual

Bullying based on gender, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, cognitive, emotional, or learning ability is also prohibited

Bullying behavior is prohibited in all BGC after-school and summer programs, buildings, properties, and educational environments. This includes any property or vehicle owned, leased, contracted, or used by the BGC. All incidents and observations of bullying should be immediately reported to Club staff. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. All Club staff and volunteers who observe or become aware of acts of bullying are required to report these acts to the Site Director. Any other person, including a Club member who is either a victim of the bullying or is aware of the bullying or any other concerned individual, is encouraged to report the conduct to the Site Director. Club staff will then fill out appropriate documentation to be shared with Club members' caregivers. Any bullying incidents may be reported to law enforcement if applicable.

HEALTH & SAFETY POLICIES

It is important that caregivers cooperate with this Health Policy. These policies are enforced to protect the well-being of all Club members and staff.

MINOR FIRST AID & ILLNESS POLICY

- Each Club location will always have at least one First Aid/CPR-certified staff on-site at all times.
- Staff shall administer band-aids, ice packs, bandages, and other first-aid supplies as needed.
- Club staff cannot physically apply lotion, cream, sunscreen, or insect repellent to Club members but may apply spray sunscreen and insect repellent.
- The Club is not responsible for reactions or improper usage of sunscreen, insect repellent, or any item borrowed from or used by Club members.
- Caregivers must advise the Club staff of any Club member's medical condition by completing the medical information portion of the membership application and updating that information as needed.
- In an emergency, caregivers will be notified as soon as possible.
- Club members who stay home from school due to illness are not eligible to come to the Club that day.
- Caregivers must notify the Club and keep Club members home when they:
 - Have a fever of 100 degrees or more and should remain at home for 24 hours after the temperature returns to normal without medication to keep the temperature down
 - Have vomited or has had diarrhea and should remain at home for 24 hours after it has stopped
 - Have a persistent cough
 - Have any rash fever
 - Have open or draining skin sores
 - Have inflamed or draining eyes or ear
 - Have a contagious illness
 - Club members experiencing symptoms of a contagious illness must adhere to the recommended isolation period provided by the CDC and their healthcare provider before returning to activities

MEDICATION

- Medications should be administered at home whenever possible. Caregivers are urged to consult with the prescribing physician to determine if medications can be scheduled outside Club hours.
- Designated Club staff will administer medication according to Club policy and the Club member's medication form, which must be filled out by a caregiver and/or physician. **Our medication forms can be found online at <https://www.bgclubpc.org/members> or at our Club sites' front desks.**

- All prescription and non-prescription medication must be unexpired and supplied in the original labeled bottle with Club member's name and instructions for the correct dosage and frequency of administration.
- All medications will be stored in a secured/locked area at the Club and Club staff will document each time medication is administered.
- Medications found in a Club member's possession and not on record with Club staff will be confiscated and caregivers will be called.
- Unused portions of medications will be disposed of after 7 days if not picked up by the caregiver after the completion of the school year/summer or when discontinued.
- Caregivers are responsible for ensuring a sufficient supply is on hand at the Club at all times.

EMERGENCY TREATMENT

In the event of an injury or illness requiring immediate advanced medical treatment, Club staff will call 911 first. Caregivers will be contacted as soon as possible thereafter. Club staff are not allowed to transport injured or severely ill Club members in their personal vehicles. The Boys & Girls Club of Portage County utilizes an ambulance for all emergency transportation to the nearest emergency health care facility.

LICE

If a Club member is suspected of having head lice, they will be checked by the Site Director. If an active infestation of head lice is confirmed, the Site Director will contact the caregiver. The Club Member must be picked up and treatment info will be provided. If there are nits present (i.e., no active lice), the Club member may remain at the Club site. Families experiencing repeated outbreaks of head lice will be offered additional assistance through referrals to community partners.

REPORTING PROCEDURES

The BGC strives to maintain a safe and secure environment to all Club members. We ask caregivers and Club members to immediately report any potentially dangerous situations to their Site Director: all reported situations will be investigated as soon as possible. If the complaint is regarding the Site Director, the next level of authority, the Director of Operations and/or the CEO, should be contacted. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to know basis. If it is determined that a violation has occurred, BGC will take appropriate action to help ensure the safety of all Club members. This includes, but is not limited to, seeking the assistance of law enforcement officials.

When a report is received there will be a prompt and careful investigation. Club members and their families are expected to cooperate in the investigation. BGC will maintain the confidentiality of all involved whenever possible and will expect all involved to do the same.

If you wish to make a report or express a concern anonymously to the Boys & Girls Club, you can use the following link to express concerns confidentially: <https://forms.office.com/r/itQgWCAZRN>

MANDATED REPORTING

The safety and security of our Club member is our top priority. As a youth-serving organization, our staff and volunteers are mandated reporters. Wisconsin law ([48.981\(2\)](#)) requires mandated reporters who have reasonable cause to suspect that a child has been abused or neglected, or who has reason to believe that a child has been threatened with abuse or neglect, to file a report of these concerns with county Child Protective Services (CPS) and/or law enforcement. Persons making reports in good faith are immune from criminal or civil liability. Persons required to report, who intentionally fail to report suspected child abuse or neglect, or threats of school violence may be fined not more than \$1,000 or imprisoned not more than 6 months or both. (s. 48.981(6)).

In addition, Wisconsin law [\(175.32\)](#) requires that any mandated reporter who believes in good faith, based on a threat made by an individual regarding violence in or targeted at a school, and that there is a serious and imminent threat to the health or safety of a student or school employee or the public, to file a report to law enforcement. Club leadership is responsible for reporting the incident immediately to the appropriate authorities according to statewide mandated reporting laws, as well as to Boys & Girls Clubs of America (BGCA), within 24 hours via the Critical Incident System.

TECHNOLOGY POLICY

The Boys & Girls Clubs of Portage County has adopted the following Technology & Surveillance Policy to maintain a safe and secure environment for Club members, Club staff, volunteers, and others.

CLUB MEMBER ACCEPTABLE TECHNOLOGY USE POLICY

To support a safe, respectful, and engaging environment for all Club members, the Boys & Girls Club of Portage County (the Club) has established the following expectations regarding the use of technology while at the Club.

Definition of Technology:

For the purposes of this policy, "technology" refers to any current or emerging device capable of taking photographs or videos, recording or playing audio, sending or receiving messages, accessing the internet, and/or storing data. Examples include laptops, tablets, mobile phones, smartwatches, and gaming systems.

Technology is categorized as follows:

- Personally Owned Devices: Technology belonging to a Club member or their family, including but not limited to cell phones, smartwatches, and tablets.
- School-Issued Devices: Technology provided by a school district for educational use, such as Chromebooks.
- Club-Owned Devices: Technology and devices provided by the Club, including but not limited to laptops, tablets, and gaming systems.

Authorized Technology Use by Age Group:

Elementary-Aged Club Members:

- May not use personally owned devices while at the Club. These devices must remain turned off and stored away during Club hours.
- May use school-issued devices only for educational purposes, during approved times during the academic year and in approved locations.
- May use Club-owned devices for Club programming or recreation during approved times and in approved locations.

Caregivers can contact their child through their Club site's front desk phone during Club hours.

Teen Club Members (i.e., Middle and High School):

- May use personally owned, school-issued, and Club-owned devices for Club programming or recreation during approved times and in approved locations.

Agreement & Training: Before a Club member may use technology while at Club, both the Club member and their caregiver must review and accept this policy as part of the online membership application process.

In addition, all Club members wishing to use technology while at the Club must successfully complete a digital citizenship and technology safety training, which will be offered as part of regular programming seasonally.

Digital Citizenship: All members are expected to use technology in alignment with the Club's behavior expectations. Members should conduct themselves online with the same respect, responsibility, and safety required offline.

Prohibited Use: The following uses of technology are prohibited:

- Using technology to harass, threaten, intimidate, demean, or embarrass others. This includes any form of cyberbullying, whether directed at peers or members of the broader community.
- Recording, photographing, or posting images or information of other individuals at the Club without prior approval from Club staff.
- Sharing any content created at the Club without prior approval from Club staff.
- Using devices in restrooms, locker rooms, or any other areas where privacy is expected.

Device Responsibility: Club members are fully responsible for the care and security of their personally owned and school-issued devices while at the Club. The Club is not liable for the loss, damage, or theft of any such devices.

Internet Access: The Club provides access to a secure, content-filtered wireless internet network. Members are encouraged to connect to this network when using personal devices, as the Club is unable to monitor or filter content accessed via cellular data connections.

Monitoring and Inspection: The Club reserves the right to monitor, inspect, and review content on Club-owned devices and networks at any time.

Personally owned and school-issued devices brought to the Club may also be subject to inspection. Caregivers will be notified prior to any such inspection and may be present during the process. Refusal to allow an inspection may result in the Club member being prohibited from bringing personally owned or school-issued devices to the Club in the future.

Consequences of Misuse: Violations of this policy or any inappropriate use of technology, as determined by Club staff, may result in confiscation of the device, loss of technology privileges, or additional disciplinary action in accordance with Club policies.

If a personally owned or school-issued device is confiscated, it will be kept at the Club site's front desk for the Club member's caregiver to retrieve at the end of the day.

VIDEO SURVEILLANCE POLICY

The Boys & Girls Clubs of Portage County recognizes that maintaining the safety and security of Club members, staff, volunteers, and Club property is best implemented with a multifaceted approach. Modern technology, including video surveillance, can provide tools to help the Boys & Girls Club of Portage County protect our assets. While video surveillance does not replace appropriate supervision by Club personnel, it can provide an additional layer of protection.

Video surveillance, with or without audio recording capabilities, may be utilized in and around the Club facility, on Club property, and on Club transportation vehicles. Video surveillance shall be in accordance with all applicable laws pertaining to such use.

Please refer to the school district's video surveillance policy for Club sites that operate in a school. To review the full Video Surveillance Policy please contact your Club Site Director.

DATA PROTECTION AND AI USE POLICY

At the Boys & Girls Club of Portage County, we prioritize the privacy and safety of our Club members. This Data Protection and AI Use Policy outlines guidelines for the collection, storage, and use of personal data, as well as the ethical and responsible use of artificial intelligence (AI) technologies within our organization.

- 1. Data Collection and Storage:** We collect only necessary personal information from our Club members, such as name, age, contact information, and emergency contacts. Personal data will be stored securely, and access will be restricted to authorized personnel only. We will not collect sensitive information such as race, religion, sexual orientation, or political beliefs without explicit consent from the Club member or their caregiver. Personal data will only be used for purposes directly related to the activities and services of the Boys & Girls Club of Portage County and will not be shared with third parties without consent.
- 2. Consent:** Consent will be obtained from Club members or their caregivers prior to collecting any personal data. Club members have the right to withdraw consent at any time, and we will promptly cease the use of their personal data upon receiving such a request.
- 3. Data Security:** We will implement appropriate technical and organizational measures to safeguard personal data against unauthorized access, disclosure, alteration, or destruction. Any data breaches will be promptly reported to the appropriate authorities and affected individuals will be notified as required by law.
- 4. AI Use:** We will use AI technologies responsibly and ethically, ensuring that they do not perpetuate biases or discriminate against any individual or group. AI algorithms used within our organization will be regularly monitored and audited to ensure fairness, transparency, and accountability. AI technologies will be used to enhance the services and experiences provided to our Club members, while respecting their privacy and autonomy.
- 5. Education and Awareness:** We will provide education and training to our staff and Club members on data protection best practices, including the importance of privacy and security. We will raise awareness among our Club members about the responsible use of AI technologies and encourage them to evaluate the impact of technology on society critically.
- 6. Compliance:** We will comply with all relevant laws and regulations pertaining to data protection and privacy, including but not limited to the General Data Protection Regulation (GDPR) and the Children's Online Privacy Protection Act (COPPA).
- 7. Accountability:** Our Director of Buildings, Grounds and Safety will be responsible for overseeing compliance with this policy and addressing any concerns or inquiries related to data protection and AI use.

Club members can contact the Director of Buildings, Grounds, and Safety with any questions or concerns regarding the handling of their personal data or the use of AI technologies within our organization.

By participating in activities and services offered by the Boys & Girls Club of Portage County, Club members agree to abide by this Data Protection and AI Use Policy. Failure to comply with this policy may result in disciplinary action, up to and including termination of membership.

The Boys & Girls Club of Portage County reserves the right to amend this Membership Handbook at any time without prior notice. Club families will be notified of any changes to this policy via email or other communication channels.