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BOYS & GIRLS CLUB OF THE PLATEAU

Family Handbook

After-School Program
2026-2027 School Year

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Helpful Links			
 Parent Portal https://bit.ly/4uegHsl	 BGCP Website bgcplateau.org/	 Facebook facebook.com/bgcplateau.org	 Instagram instagram.com/bgcplateau/

Section I: BGCP Introduction

The Boys & Girls Club of the Plateau (BGCP) serves youth from kindergarten through 12th grade in the Cashiers and Highlands communities. BGCP is nationally recognized by Boys & Girls Clubs of America (BGCA) as one of the top 20 Clubs out of 5,200 in the country.

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

Our Commitment to Serve All Youth: We believe every kid has what it takes. The mission and core beliefs of Boys & Girls Clubs fuel our commitment to promoting safe, positive environments for all. Boys & Girls Clubs of America supports all youth and teens.

21st Century Community Learning Center: BGCP's Cashiers Youth and Highlands Clubs are a part of the 21st CCLC Federal Grant, a program that supports the creation of community learning centers that provide safe learning environments for students. BGCP provides a range of academic enrichment services to support student learning and personal development through engaging and effective activities to ensure active student participation. We also offer families of participating students educational and personal development opportunities, particularly in the area of literacy and related educational development.

This handbook reflects our current policies at the time of this update. We are continuously improving the quality of our programming to best serve our members. Details in this handbook are subject to change to reflect the needs of the Club and our members. Updates and revisions will be communicated to families in a timely manner. [Safety Operations Manual, Version 2026]

Section II: Priority Outcomes and Activities

Our Club offers a wide range of programs focusing on three key outcome areas: academic success, health & wellbeing, and character & leadership. BGCP is committed to ensuring that all children, especially those who need it most, have access to a safe and supportive environment after school and during the summer months. Specific activities offered at each site may differ depending on need and availability.

Academic Success

Boys & Girls Club of the Plateau incorporates BGCA's Project Learn program into daily activities at the Club. These programs aim to assist cognitive skill development and enrich the learning experience. Academic programs are designed to align with school-based metrics while increasing math and reading proficiency for all members. Enrichment programs like art, STEM, and fun-with-purpose activities provide opportunities for diverse engagement. As part of the 21st CCLC Program, BGCP's

Education Director will collaborate with your child's school administrators and teachers to collect academic performance data. Members that are identified as needing extra support in core subjects like English and math will receive additional programming in these areas.

Power Hour is a key part of BGCP's Academic Success programming, providing daily homework help, tutoring, and other activities that can help students become curious, self-directed learners. During Power Hour, students receive homework help from staff and volunteers and complete assignments focused on literacy and math skills. Drills, flashcards, learning games, and workbooks are also available during power hour for those students who do not have homework.

Paired reading is an activity where older members (in 5th grade and above) read together with K-2 members. Paired readers take turns reading aloud, with the more skilled reader modeling fluent reading and providing assistance as needed. The social interaction makes reading more enjoyable, while the immediate feedback and support build confidence and skills. All participating teens receive guidance on appropriate interactions with younger members and staff are always present to provide supervision and support throughout each session.

Boost is a focused program designed to support students who are behind academically or below proficiency in reading and math. Specially trained staff work with small groups of 2-4 students, providing targeted activities to improve skills and help students get back on track. Boost sessions focus on activities tailored to the students' specific needs, addressing areas where they may be struggling.

Read to Learn is a specialized tutoring program for students in grades 1-4 focused on early literacy and foundational reading skills for students who have significant learning challenges and need targeted one-on-one support to progress. This program is phonics-based and uses the Wilson Reading Program. BGCP selected the Wilson Reading Program because it aligns with the phonics-based lesson plans students are receiving at school. Each student receives two hours of independent instruction per week.

Workforce Readiness activities help prepare teens for college and careers. Program leaders guide teens through career exploration activities to help them find their interests and passions. As teens discover their interests, they are assisted in developing skills that will make them more employable and apply their knowledge in real-world work experiences. This is accomplished through Virtual reality career exploration, group and individual activities, service projects within the Club and the greater community, and collaborative activities with Community Partners.

STEM programs allow students to discover and explore age-appropriate activities focused on science, technology, engineering, and mathematics. BGCP uses a combination of staff-developed and BGCA curricula that align with NCDPI Science and Digital Learning standards. In addition, the Club works with the Smokey Mountain STEM initiative to provide engaging programming for our students.

Ultimate Journey is BGCA's environmental education program, created in partnership with the National Park Service. Throughout the program, students practice problem-solving, critical thinking, and decision-making. They research, write, partake in creative group activities, and have fun learning about our local ecosystem and environmental stewardship. BGCP implements this program with the support of partners at Highlands Biological Station and Highlands-Cashiers Land Trust. This program is designed to get students outdoors.

Dirt Club ignites members' curiosity as they learn a wide range of valuable skills and knowledge related to gardening, environmental science, nutrition, and sustainable living. Dirt club students learn the basics of gardening, including preparing the soil, planting seeds, and watering plants as they grow. Students learn about different types of plants and their life cycles, along with important environmental concepts such as the water cycle, photosynthesis, and the role of pollinators. Dirt Club incorporates lessons on nutrition and the benefits of eating fresh produce.

The Arts Curriculum aligns with the NCDPI's Visual Arts Standard Course of Study in the areas of visual literacy, contextual relevancy, and critical response. The Club's diverse arts program provides youth with many opportunities to try new mediums, develop new skills, and experiment with new art techniques and ideas. Each art block is designed to encourage group and individual creativity and achievement through unique craft projects and art experiments. In addition to visual arts, BGCP also exposes students to music and performing arts, such as acting, dance, Odyssey of the Mind, singing, and drum circles.

Health and Wellbeing

BGCP's health and wellbeing programs include the full spectrum of mind-body-spirit wellness, including Physical Health and Health Education enrichment activities designed to increase youth's physical activity while developing overall healthy habits. Our programs also meet NCDPI's K-12 Physical Health Education Essential Standards related to motor skills, movement concepts, health-related fitness, and personal/social responsibility.

Triple Play is BGCA's comprehensive health and wellness initiative that strives to improve students' overall health. Triple Play seeks to increase physical activity and creates a space for students to learn new sports, skills, and cooperation. Triple Play teaches Club students to make healthier choices by educating them about good nutrition (Mind), making physical fitness a daily practice (Body), and developing individual strengths and good character (Soul). Play and field trips are important parts of our Triple Play curriculum.

Healthy Habits is a research-based BGCA program that educates and empowers young people to make healthy choices and adopt a healthy lifestyle. The Healthy Habits curriculum teaches youth about the importance of nutrition, physical activity, and overall well-being.

SMART (Skills Mastery and Resistance Training) Moves is BGCA's prevention program designed to

empower youth to avoid risky behaviors and make positive life choices. The program focuses on building social and emotional skills, enhancing decision-making abilities, and promoting healthy lifestyles. Through interactive activities and discussions, SMART Moves equips young people with the knowledge and skills they need to resist negative influences and thrive in school and life. The SMART Moves program aims to improve decision-making skills, increase knowledge about the consequences of risky behaviors, and increase self-confidence in making healthy choices.

Character & Leadership

BGCP wants all of our youth to succeed in life and have a strong moral compass that guides them through teen and adult decision-making. Character & Leadership programs strengthen resiliency, increase school attendance, and reduce behavior issues that disrupt learning.

Youth of the Month is a recognition program that acknowledges positive behavior and peer interactions and makes Club students aware of their leadership abilities and role in their community. Youth of the Month candidates are voted on by their peers and receive special recognition for their efforts and contributions to the Club.

Youth of the Year is a BGCA teen program that serves to recognize and celebrate the extraordinary achievements of Club teens. Teens apply and compete within the Club to represent BGCP by sharing stories of outstanding leadership, service, academic excellence, and dedication to living a healthy lifestyle. Through applying and competing in Youth of the Year, teens gain the leadership knowledge and skills they need for success in 21st-century life, work and educational settings.

Torch Club is designed for our preteen (grades 5-6) students, emphasizing leadership and community service. It supports young people as they develop essential life skills, become active students in their community, and build a strong foundation for future success. Through character-building activities, Students work together to identify needs in their community and plan and implement service projects to address those needs. Community service projects include organizing food drives, trash pickup, volunteering at local organizations, and organizing community events for peers at the Club.

Keystone is BGCA's small-group leadership club for teens ages 14 to 18. Each local Keystone Club is an affiliate of the National Keystone Program – the unifying body for all Keystone Clubs across the country and military installations around the world. Keystone members benefit from following key focus areas of community service, academic success, career preparation, teen outreach.

Club Cash is a token economy that motivates members to be their best academically and socially. Members may earn Club Cash by completing homework, engaging in other productive academic activities during Power Hour, or displaying good citizenship by going above and beyond when demonstrating the elements of the Club's Code of Conduct. Club Cash can be redeemed by

purchasing items at the monthly Club Store, and teens can redeem Club Cash for snacks in the Teen Club Store.

Section III: Programming and Attendance

Attendance Policy

BGCP membership is offered *free of charge*. Although we do not require members to attend a certain number of hours or days per week, attendance is a very important part of our program. To get the most out of the program, **your child should attend at least three days per week for the full program year.**

Hours of Operation

BGCP's after-school program begins in late August and runs through late May (exact dates vary year to year) and operates Monday - Friday from 2:30 p.m. until 6:30 p.m. If additional hours are offered due to school closures, this will be communicated ahead of time.

BGCP's operations calendar is set at the beginning of the school year and strongly follows the calendar of our feeder school districts, although exact start and end dates may vary slightly from the school start and end dates. While BGCP observes many of the same federal holidays our calendar tries to accommodate school closures and early releases when possible. These dates are set in the operations calendar, but are subject to change.

In the event of severe weather conditions (or other emergencies ranging from power loss to a major catastrophic event), BGCP **may** decide to close a Club Site(s) for the remainder of the day, an entire day, or several days.

Family Events

BGCP's Cashiers Youth and Highlands Clubs are a part of the 21st Century Community Learning Center Federal Grant (21st CCLC). This provides after-school programming for free and requires a strong focus in family engagement. We provide several Family Events throughout the school year and ask that each family attend **at least one event per semester**. Event calendars, dates and details are provided as far ahead of time as possible to make it easier for families to plan for and attend these events. You will also be asked to sign-in at each event and submit a survey response at its conclusion. Your participation and support is what allows us to continue serving members, families and the community.

Drop-Off/Pick-Up Procedures

Drop-Off/Scan-In: Each member must be registered prior to attending Club. Members are "scanned-in" to Club upon arrival by BGCP staff. This enters them into the MyClubHub database using

a 4-digit identification number unique to each child. Parents and guardians must walk inside the lobby with their child when dropping off. Parents and guardians are not allowed inside the program spaces during program operating hours.

Pick-Up/Scan-Out: Members are only authorized to be picked-up by their legal guardian, who should be listed as their primary contact, or by individuals who are listed as emergency contacts and who must be over the age of 18 years old. If a child is to be picked up by someone who is not already authorized to do so, the primary contact must verify by phone or in person the full name of the person they are authorizing to pick-up their child. Any adult picking up a child must come into the lobby and notify the front desk staff who they are and which child they will be picking-up. Presentation of photo identification may be requested at any time by the front desk staff. The child is then “scanned-out” by the staff member in MyClubHub with their 4-digit identification number.

No Pick-Ups: While all adults who pick up a member must be authorized to do so, BGCP also understands that there may be adults who CANNOT have contact with members. Therefore, BGCP maintains a list of members who have specific individuals identified as “No Pick-up.” This list is made accessible to all programming staff. To add an individual onto this list, BGCP must receive copies of court custody documents stating that the individual does not have custody of the child. BGCP keeps these records on file for legal purposes.

Teen Self Check-Out: Club members under the age of 13 are not allowed to self check-out. Club members ages 13 and older may be granted permission to check themselves out during or after programming ends with parental/guardian consent. The member’s parent or guardian must first sign the Self Check-Out Permission Form. Additionally, for Club members ages 13-15, a parent or guardian must also give advance notice each day to allow the member to self check-out. Club members ages 16 and above are allowed to self check-out without advanced notice as long as the permission form is signed by a parent or guardian. Once Club members have self-checked out for the day, they may not check back in to Club. BGCP reserves the right to revoke the self check-out privilege at any time.

Late Pick-Up: Members must be picked up by 6:40 p.m. during the school year. BGCP is not staffed later than 10 minutes after close. Staff will attempt to contact the child’s primary contact, additional guardians and emergency contacts. If they cannot reach anyone, local authorities will be contacted for assistance. Under NO circumstances may BGCP members be transported in any staff member’s personal vehicle.

Bus & Transit: Each feeder school of BGCP’s has specific transportation policies:

- Jackson County Public School Buses drop attending members from Blue Ridge School off at the Cashiers Club front door under the supervision of BGCP staff.
- Summit Charter School youth are picked up in a BGCP bus, driven by a licensed BGCP employee, and transported to the Cashiers Club. They are dropped off at the front door under the supervision of BGCP staff.
- Highlands School youth are picked up in a BGCP vehicle, driven by a licensed BGCP

employee, and transported to the Highlands Club. They are dropped off at the front door under the supervision of BGCP staff.

For field trips members will be transported by BGCP van or bus, driven by a licensed BGCP employee directly to and from the field trip location. In the event of a vehicle emergency or a medical emergency during transportation, staff will follow the emergency safety procedures to ensure the safety and wellbeing of all members.

Section IV: Honor Policy & Club Culture

BGCP attendance is a privilege that bears the responsibility of making good choices and acting with integrity. We want every Club member to be a benefit to our community. We call on our members to respect people, including themselves, and to respect our resources. Everyone present at Club has the right to feel safe, the right to be treated with dignity & respect, and the expectation of equal opportunity, regardless of a person's circumstances away from Club. We intentionally hold ourselves and our members to high standards. We expect these standards to be upheld in all interactions with our Club members at all times, wherever they may be.

BGCP Code of Conduct

- ❖ RESPECT YOURSELF, YOUR PEERS, YOUR STAFF, YOUR ENVIRONMENT
- ❖ BE A GOOD FRIEND
- ❖ TRY YOUR BEST

Members are expected to follow the Code of Conduct. It is posted in each room in both English and Spanish and staff review it on a regular basis with all members.

In the BGCP Community, we hope to convey a sense of pride in ourselves and in all our actions. This desire to be respected and to respect ourselves drives us forward as responsible citizens.

We ask all staff, volunteers, and members to join us in dedicating our Club experience to the following:

- *We are honest. We tell the truth, even if it means someone may get in trouble.*
- *We are respectful. All people and things deserve our respect.*
- *We are brave. We stand up to those who would ask us to do something not honorable and to those who are acting dishonorably to themselves or others.*
- *We are supportive. We support our community through appropriate and meaningful channels, and we never ask another person to do something that would jeopardize their own integrity.*

We understand that if we do not follow through on these promises and commitments that our

standing in the Club could be jeopardized as well as administrative action taken as outlined.

Reflection: We value the opportunity to reflect upon our actions when we fall short of the standard and to take responsibility when necessary. Member behavior, both the good and the bad, is important for us to acknowledge. We recognize that all behavior is a method of communication. Club staff take the time to figure out what a member's behavior is communicating and will guide members in making good choices. We understand that every member learns differently and occasionally makes mistakes or less than desirable choices during learning processes. We strive to help members accept responsibility when the code of conduct or honor policy has been broken.

When a Club member behaves in a manner that is not respectful - to others, to themselves, or to resources - we will ask that they reflect upon and take responsibility for those actions. Reflection time may span from 3-10 minutes, and members are encouraged to reflect with Club staff on behaviors and making better choices next time.

Closing the Loop is a form used to help members build connections from their emotions to their actions. It is a documented conversation that allows members to reflect on their behaviors & emotions, build coping skills, and solve conflicts.

Specific examples of behaviors that disregard our Honor Policy and warrant reflection:

- *Not following directions/listening*
- *Throwing food or other items*
- *Talking or yelling over others*
- *Poor sportsmanship*
- *Stealing*
- *Intentional disruptive behavior*
- *Inappropriate use or waste of resources*

Suspension & Expulsion

Suspension: If a member behaves in a way that does not comply with the honor policy and puts either themselves or others in danger, physically or emotionally, this may result in suspension. Suspension will be handled on a case-by-case basis based on severity or repeat behaviors.

- *Intentionally injuring others*
- *Blatant disregard of staff expectations*
- *Leaving a program area without permission*
- *Dangerous misbehavior in a moving vehicle*
- *Intentionally disrespectful behavior directed at staff (ex: backtalk)*
- *Non-compliance with repeated instructions*
- *Inappropriate touching self or others*
- *Stealing*
- *Spitting on or biting others*
- *Inappropriate sexual humor or language*

- *Reference to drugs/alcohol*
- *Making threats or name calling*
- *Bullying or repeated targeting of others*
- *Malicious theft or defacing property*
- *Recording/transmitting/exchanging media, materials, and/or images that are sexual, derogatory, and/or threatening*

When a member receives a suspension, parents/guardians will be notified. The member and parent/guardian may be required to meet with the Health and Wellness Director and/or another club leader to review the honor policy depending on the reason for suspension. Multiple suspensions may result in indefinite or permanent expulsion from the Club.

Expulsion The following behaviors may result in an immediate and indefinite expulsion from the program:

- *Possession of drugs, drug paraphernalia, tobacco, electronic cigarettes, or alcohol*
- *Suspected intoxication while on club property*
- *Violence toward another member, staff, or volunteer*
- *Sexual abuse of another member*
- *Making violent threats against staff or other members*
- *Possession of firearms, fireworks, knives, and any other hazardous object.*

Section V: Staff & Volunteers

Structure, Training & Screening

BGCP continually updates robust safety policies, programs, and training for staff and volunteers to promote child safety and protect young people from threats in our society. These resources include but are not limited to:

- *BGCA-approved child abuse prevention*
- *BGCA-approved mandated reporting*
- *BGCA-approved grooming prevention*

Ongoing training and supervision of staff are critical. We participate in a wide variety of child safety training through online courses and in person staff training. We also engage leading third-party safety experts to provide guidance for our policies and approaches, including Praesidium, the National Center for Missing & Exploited Children, and the National Children's Advocacy Center.

The BGCP team consists of full-time and part-time employees as well as volunteers who assist with tutoring and programming. Each site is equipped with a full-time Club Director and part-time Youth Development Professionals (YDPs) who work with the members. All staff and volunteers go through an extensive screening and training process and receive ongoing professional development to ensure

continued education. All staff, paid employees and volunteers, are required to pass a background check.

We strive for a 1 to 10 staff-to-student ratio, with a maximum ratio of 1 to 20, which allows individualized attention & tailored instruction from the staff and students can get to know each other better.

Safety Policies: The safety and wellbeing of young people is our number one priority. We work every day to create a safe, inclusive, and fun environment so kids can have every opportunity to be successful in life. We have no tolerance for inappropriate behavior of any kind, including child sexual abuse or misconduct, and we put resources behind that stance.

One-on-One Contact Prohibition: BGCP maintains comprehensive safety policies that protect youth, including but not limited to policies on supervision, transportation, and communication. BGCP prohibits isolated one-on-one interaction between Club participants and staff or volunteers, including board members, and visitors. This includes prohibiting one-on-one contact at any time at the Club, in vehicles or by phone, text, social media or any other means.

Mandatory Background Checks: Mandatory criminal background checks are required upon hire and annually for every staff and board member at BGCP. In addition, criminal background checks are required for any volunteer or community partner who has direct contact with children. All potential employees and volunteers are run through Veriscreen background checks, but must complete a comprehensive safety program.

Mandatory Employee Reference: Any employee interested in moving to another Boys & Girls Club is required to have a reference from their previous Club, even if the Clubs are within the same community.

Mandatory Reporting: BGCP staff and volunteers are all mandated reporters and are required to report any critical incident/ safety concern to local authorities immediately. We are also required to report any critical incident to Boys & Girls Club of America within 24 hours.

We encourage all staff, members and families to report any incident or situation they feel is unsafe. Through our national partnership with Praesidium, one of the nation's leading safety experts, BGCP members and staff have access to a confidential 24-hour toll-free Child Safety Hotline at 866-607-SAFE (7233) or SafeClub@Praesidiumnc.com.

Commitment to Safety

Mandatory Annual Safety Assessments: We employ a multi-tiered safety assessment approach to ensure we continually make improvements to safety at our Club.

Safety Committee: BGCP has a dedicated Board-led Safety Committee to provide input and guidance

on local policies and safety strategies including emergency preparedness, regular safety inspections & drills, and routine reviews of policies and procedures.

State and Local Laws: We comply with federal, state and local safety laws, including those impacting facilities and vehicles.

Emergency Procedures: BGCP has procedures in place to address a disaster or emergency that may interrupt our Boys & Girls Club community. The Emergency Procedures Booklet (See Appendix) covers several of our plans to ensure the safety of members at Club. The Emergency Booklet is also available at the Front Desk at each site in both English and Spanish upon request.

Safety Drills: BGCP conducts a safety drill at least once every month. These drills are important to execute so that members and staff know what to do in case of an emergency at the club. Families are notified of when these safety drills will occur through the weekly emails that will be sent out. If you would not like for your child to participate in these drills please refrain from bringing them to the Club on these safety drill days.

Section VI: Communications

Stay in the Know

Club Updates & Routine Communications: Weekly Club Emails, Monthly Newsletters, announcements, and enrollment information will generally come from the Membership & Family Coordinator. These communications will automatically go to the email address on file (Primary Contact) for all current & active members. Please be sure to check your emails and update your contact information with any changes. Please also note, any email inboxes that are out of storage will NOT be able to receive communications from us. Weekly Club Emails will often include planned closures, extended hours, weekly activities, field trips, and special programs. Please also refer to the Parent Portal for general information and updates. Spanish translations are almost always included in our written communications but can also be available upon request. Our Parent Portal, BGCP website, surveys, etc. can also typically be translated within Google Chrome.

Member Concerns: BGCP strives to maintain open and clear communication with parents and guardians regarding incidents, behaviors, and general member concerns. This type of communication is generally delivered in person, by phone, or via email by a director (Club Director, Health & Wellness Director, or Education Director) or by another leadership staff member on duty. The CEO is also available to speak with parents and guardians at any time. If you need a translator, please let us know. We will do our best to accommodate you.

Injury and Illness forms are used to document any injuries that occur and the first aid that staff provided. Injury & Illness forms must be signed by parents/guardians and will be kept on file at BGCP. A copy can be sent home with the parent/guardian upon request.

Club Closures: In the event that BGCP must close prior to or during normal operating hours due to an emergency or disaster, BGCP will notify families as soon as possible either by phone calls, emails, or texts. The closing will also be announced on social media.

Club Contact Information can be found on the first page of this handbook.

Section VII: Health and Safety

Snacks & Meals

A nutritious snack will be provided once daily during the school year at no charge. Members are welcome to bring their own snacks from home, however, they may not share their snack with other members. BGCP may provide additional snacks or treats for special events or celebrations during Club hours. BGCP teens may also use “Club Cash” to purchase snacks from the Club Store. Please notify the Membership & Family Coordinator of any special dietary concerns.

Nut-Aware Policy: BGCP is a Nut-Aware Organization. This means that we cannot guarantee that all our facilities are nut-free, but we do take steps to be mindful of those who have nut allergies. We have detailed records of those who have nut allergies and will do our best to accommodate these members so that they do not have an allergic reaction while at BGCP. This includes but is not limited to the following:

- *Informing staff about your child's allergy*
- *Training staff on proper precautions to prevent contamination*
- *Training staff on protocol if your child comes in contact with nut products*
- *Sanitizing surfaces & high touch areas*
- *Washing hands, especially after snack*
- *Asking other parents to bring alternative products, especially if they are in the same grade as your child*
- *Providing separated space while eating*

Medical Information & Medications

When registering your child for any program or membership, please list any/all medical conditions or allergies on the paperwork, including but not limited to, asthma, diabetes, ADD/ADHD, autism, seizure disorder, etc. Medications needed during program hours will need to be documented and safely secured. No medicines or medical equipment may be kept with the child unless permission is granted by the child's parent or legal guardian. No prescription or over-the-counter medication will be administered to any child without written authorization from the child's parent or legal guardian. Please communicate any/all updates or changes to the Membership & Family Coordinator as soon as possible.

If a child becomes ill while at BGCP, the parent, guardian or approved adult will be notified. If a child has any of the following symptoms or behaviors, the parent or guardian will be notified to pick up the child immediately:

- *Any communicable disease*
- *Chills and/or fever over 100 degrees Fahrenheit*
- *Nausea, vomiting or diarrhea*
- *Head lice*
- *Ringworm*
- *Pink eye*
- *An accident requiring medical attention*

Medical Emergency Policy: In case of an accident or illness, we will call the parent or guardian of a child. Please be sure we have your correct phone numbers and address on file. In serious emergencies, you will be contacted and 911 may be called. Directions from the Emergency Medical Technician (EMT) will be followed until you have arrived. If the EMT determines the need to transport the student and you have not yet arrived, the student will be transported to the hospital and accompanied by a staff member. Once you arrive on campus, you will be updated on the transportation of the student. The parent(s) or guardian(s) of the student will be responsible for the cost, if any, of the emergency vehicle and/or emergency room.

Section VIII: Miscellaneous

Lost or Stolen Items: BGCP is not responsible for lost or stolen items. We strongly recommend members not bring valuable personal belongings to the Club under any circumstances.

Member & Family Privacy

Confidentiality: To protect members, staff, and families, BGCP does not use the full last names of members in displays, comments, or communications posted publicly on social media platforms, news articles, or other public forms of communication initiated by the organization. First names and last initials may be used when recognizing individuals on these platforms.

Photographs, videos and/or audio recordings of members may be used in family communications, news articles, BGCP-specific social media or promotional/marketing campaigns. First names will rarely be used but last names will never be included. If you do NOT want your child's photograph used for any purpose, please submit this request, in writing and signed, to our Membership & Family Coordinator [molly@bgcplateau.org].

Data Collection & Sharing: BGCP collects information via online or written surveys, questionnaires, interviews, school records (report cards, IEPs, BOG & EOG scores, Read to Achieve scores, and promotion/retention status). All information received will be kept strictly confidential. Data gathered through these means will be summarized and exclude all personally identifiable information if/when shared with community stakeholders or funders. The sole purpose of this data is to show evidence of

our program's effectiveness upon members.

Information disclosed specifically to Boys & Girls Club of America may include data from the member's application, data provided by the child's school (or district) and other information collected by BGCP. This will be kept confidential and strictly within the BGCA organization.

Section VIII: Technology Acceptable Use Policy

Members are never required to bring devices for Club purposes. They may utilize Club technology as a resource when at Club. Members of a K-6th Club are only permitted to bring devices assigned by their school. Members of the Teen Club may bring devices they personally own. Whether a device is assigned by a school or owned by the member, however, BGCP prohibits use of electronic devices during programming unless permission has expressly been given by Club staff or volunteers to be used as an aid in the program or for personal purposes.

The following definitions and policies apply to the use of any electronic device at Club.

Electronic devices: Shall include any and all existing and/or emerging technologies, systems, 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. These include, but are not limited to, cell phones, computers, tablets and storage media (e.g. flash drives), as well as communication tools including social media sites, text messages, chat, and websites.

Club devices are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

Personal devices are those owned or brought to Club by members. School devices are those assigned to members by their school.

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

Digital citizenship: Club members shall conduct themselves online in a manner that is aligned with the BGCP Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates the BGCP Code of Conduct, that member shall face the same discipline policy

and actions they would if their behavior had happened within the physical Club environment.

Digital citizenship and technology safety training: Members receive age-appropriate BGCA-created digital citizenship and technology safety training. This training is offered annually at a minimum.

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

Members are responsible for obtaining permission for device use from Club staff prior to use.

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

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

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

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

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



Examples of cyberbullying include, but are not limited to:

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

Disciplinary action: Violations of any Club policies or Club rules involving an electronic device may result in the loss of use of the device at the Club and/or disciplinary action.

All disciplinary actions will be conducted in accordance with BGCP's Code of Conduct and established procedures.

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

Members must follow Club procedures to access the Club's internet service. Members are not guaranteed access to the internet for use on an electronic device.

Lending devices: Members may not lend their electronic device to any other Club member.

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

Members are also held responsible when using Club technological devices. Any abuse, destruction, or misuse of Club devices will result in disciplinary actions.

Monitoring and inspection: BGCP reserves the right to monitor, inspect, copy, and review any electronic device that is brought to the Club. BGCP also reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks.

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

Parental notification and responsibility: While the BGCP 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 values of members and/or their families. Because of this, it is not considered practical for BGCP to

monitor and enforce a wide range of social values in member use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

Personal information: Members may not use an electronic device to record, transmit, or post pictures, video, or other information of or about a person or persons at the Club without that person's express permission.

Unauthorized access: Members may not use a volunteer or staff member's electronic device, whether personal, Club-owned, or other, without express permission.

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

Unauthorized access of any kind is subject to disciplinary action.

Family Handbook Acknowledgement

As the parent or guardian of a BGCP member, I acknowledge receiving the Family Handbook. I have read these materials and understand all rules, responsibilities and expectations for both myself and my member(s).

I have reviewed the Family Handbook with my BGCP member in an effort to promote a better understanding of Club rules and expectations.

I acknowledge receiving and/or being provided electronic access to the Family Handbook, and I understand these are also available to me through the Parent Portal, BGCP website, and upon request at any Club location.

I understand that the Family Handbook may be amended throughout the year and that such changes will be communicated to me. They will also be available through the Parent Portal or on the BGCP website.

I understand that my failure to return this acknowledgment will not relieve myself or my BGCP member from being responsible for knowing and complying with the Club's rules, policies, and procedures.

Member's Name: _____

Parent/Guardian (print): _____

Parent/Guardian (sign): _____ Date: _____

For MyClubHub Registrations Only: By opening, reading, and clicking the "Acknowledge/Sign" button online, the MyClubHub Parent Portal signs this document on your behalf; thereby confirming that you understand the terms and conditions of having a member(s) at any of Boys & Girls Club of the Plateau's 21st CCLC sites.

Appendix

I. Emergency Procedures

This appendix covers several of our plans to ensure the safety of members at the Boys & Girls Club of the Plateau. Our staff familiarize themselves with these plans and are prepared to run them.

FIRE ALARM

- € Immediately gather all members.
- € If any members are away from your group, immediately radio so a staff member can wait for them.
- € Leave all belongings and equipment.
- € Exit out an exterior door unless it is dangerous to do so.
- € Proceed to the designated meeting area.
- € Have all members form a single-file line.
- € Complete a roll call.
 - If all members are present, have them sit down.
 - If a member is absent and cannot be located, immediately inform a FTE that you have a Code Red.
- € If a member is with a field trip or club, note their name and inform the FTE completing the Club roll call.

LOCKDOWN

- € Immediately gather all members.
- € If any members are not with your group, immediately radio so a staff member is aware.
- € Leave all belongings and equipment.
- € If necessary, move into the building.
- € Turn off all lights.
- € Instruct your members to sit on the floor by an interior wall.
- € Take a headcount.
- € Radio if you see anything suspicious.
- € If you see imminent danger near your room:
 - Secure the room
 - Call 911
 - Radio about the danger
- € Do not open any doors unless BGCP leadership or law enforcement give you instructions to do so.
- Do not use your phones or post on social media.

TORNADO WARNING

- € Gather your members together.
- € If any members are in the restroom or not with your group, immediately radio this so staff are aware.
- € Leave all belongings.
- € If outside, move to designated take shelter areas.
- € Instruct your members to line up against an interior wall and:
 - Lie face down
 - Draw their knees up under themselves
 - Cover the back of their heads with their hands
- € Slack the #virtualstaffchannel with your grade and the room you are in.
- If you are caught outside, take cover in the nearest available shelter. Remember, seconds count.***