



BOYS & GIRLS CLUB

PARENT HANDBOOK

WELCOME

Welcome!

It is our privilege to welcome you and your child to The Boys & Girls Club of Greater Baton Rouge.

For 35 years, the Boys & Girls Club of Greater Baton Rouge, THE CLUB, has delivered out of school time programs to our Greater Baton Rouge communities. As the region's leading youth development organization, we currently serve well over 11,000 kids and teens ages 6- 18 each year.

All of our programs are designed to fulfill our mission to inspire and enable all youth, especially those who need us most, to realize their full potential as productive, responsible and caring citizens. Boys & Girls Club provides more than a safe haven for kids to come after school; we provide a positive place where the community's underserved young people have opportunities to improve their academic performance, develop college and job readiness, build leadership potential and resistance to risky behaviors, become involved in community service, connect with positive peers, and receive support, mentorship and guidance from caring adults. In this handbook, you will find important information about your child's membership into the Boys & Girls Clubs.

Please read this booklet and keep it as a reference this year. We hope you have a wonderful year and thank you for being a part of the Boys & Girls Club of Greater Baton Rouge.

GREAT FUTURES START HERE ...

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Director of Program Operations

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Club Locations/Directory

2020-2021 AFTER-SCHOOL CLUB SITES

Buchanan Elementary School

1222 E Buchanan St.
Baton Rouge, LA 70802
After-School: Monday - Friday, 3:25 - 6:00pm
Amber Dunbar, Site Coordinator
buchanan@brclubs.org

Magnolia Woods Elementary School

760 Maxine Dr.
Baton Rouge, LA 70808
After-School: Monday - Friday, 3:25 - 6:00pm
Sergio Villegas, Site Coordinator
magnoliawoods@brclubs.org

University Terrace Elementary School

575 W Roosevelt St.
Baton Rouge, LA 70802
After-School: Monday - Friday, 3:25 - 6:00pm
Raven King, Site Coordinator
universityterrace@brclubs.org

Winbourne Elementary School

503 Winbourne Ave.
Baton Rouge, LA 70805
After-School: Monday - Friday 3:25 - 6:00 pm
Janshelay York, Site Coordinator
winbourne@brclubs.org

Club OnDemand

After-School: Monday - Thursday, 3:00pm - 6:00pm
LaShara Trahan, Virtual Coordinator
clubondemand@brclubs.org

Mission

The mission of the Boys & Girls Club of Greater Baton Rouge (THE CLUB) is *“to inspire and enable all youth, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.”*

Core Values

Each young person receives the opportunity to participate in activities which foster self-development and growth in six core service areas: Character & Leadership Development; Education & Career Development; Health & Life Skills; The Arts; Sports, Fitness, & Recreation; and Outdoor & Environmental Education.

Our Formula for Impact



Hours of Operation

The Clubs are open during the school year the following hours and days:
Elementary Schools*

Monday – Friday immediately when the school bell rings until 5:30 pm

Middle/High Schools*

Monday – Thursday immediately when the school bell rings until 5:30 pm

* Dates and times of club operating hours are determined in a manner that best reflect the academic calendars of the public school districts in which our club resides. Schedules may vary from club to club and are posted in the lobby of each club location.

The Club follows East Baton Rouge Parish School Systems holiday schedule. Additional closure days may occur based on school district calendars. In the event of additional club closure dates, parents and/or guardians are notified at least forty-eight (48) hours in advance of closure

MEMBERSHIP

Club Membership

Since the Club's program are school based, Club members must be attending the school where the Club offers its programs. Children are enrolled for the duration of the school year.

Confidentiality of Information

The privacy of Club members and their families is of the utmost importance to the Boys & Girls Club of Greater Baton Rouge. All membership forms, health history forms and other documentation regarding Club members and their families will be kept in strict confidentiality and placed in individual member files. These records are stored in a locked file cabinet at the club office, as well as a secured online record keeping system. Upon request, parents/guardians may have access to all records and reports maintained on their children.

Membership Procedures

Signing up a Member

Children are enrolled for the duration of the school year and are considered enrolled when the following documents and fee are collected:

- Membership Form (Signed & Completed) The membership form asks for basic information about the member applicant, including health history, emergency contact information, and data regarding the member's eligibility for income-qualifying services.
- Parent Handbook Receipt Signature Form (Signed) The Parent Handbook must be signed by the member and his/her parent(s) or guardian. The handbook lists all Club rules and expectations. Membership at the Club can and will be suspended or revoked if the Code of Conduct is violated.
- Other Documents, if applicable: Court Issued Custody Documentation
- Program Fee(s)

Note: A child may not begin the after school program until all required documentation and fees are received at the Club.

Enrollment

Visit www.brclubsparent.org, if you are a new user, click "New User? Click here to Register!" You will be directed to the Register page where you will enter your email, create a password and a security questions.

You will receive an email to verify your email address. Once it is verified, you will go back to parent portal and log in.

If you are a returning user, please log in to your parent portal account, select the Club location and select the program you want to enroll them in.

Computer access and assistance is available at the Club's Administrative Office at 8281 Goodwood Blvd., Suite A, Baton Rouge, LA 70806. Should you have questions or concerns please contact Membership Services at 225.383.3928 or membership@brclubs.org

Payments

Payment are due each week. We accept payment through our parent portal (link address). You will log into your account, click the "pay" menu tab, click make payment, click next, and then enter your debit or credit card information.

Attendance Policy

Our mission is to serve the youth who need us the most. Regular attendance is required for our members to get the full experience of the program. If a member misses 5 days or more, their spot will be forfeited. Please notify your child's Site Coordinator in regards to any changes in attendance.

Early Pick Up Policy

Pick up time is from 5:45pm to 6:00pm. Early pick up does not allow the member to get the full experience of the program. If a member is regularly picked up before pickup time, their spot will be forfeited. Please notify your child's Site Coordinator in regards to any changes in pick up or attendance.

Child Abuse Policy and Procedure

The Boys & Girls Clubs of Greater Baton Rouge is committed to protecting the safety of its members. As professionals working with children, the Boys & Girls Clubs staff is mandated by state law to report incidents of child abuse and neglect of members with whom they work. The Boys & Girls Clubs of Greater Baton Rouge supports this mandate and requires all full and part-time staff to follow applicable procedures when warranted. Failure to comply with this policy may result in disciplinary action.

Child Abuse must be reported when it is discovered, this is interpreted to mean within twenty-four (24) hours of when the abuse and/or neglect is discovered or suspected.

The staff person identifying the situation must:

- Inform the immediate supervisor.
- The staff and Site Coordinator complete a Child Abuse and Reporting Form.
- The incident is reported to the Director of Program Operations. The Director of Program Operations will then call 1-855-452-5437. If the Director of Program Operation is not available, the employee is responsible for making the call.

Outside Agency Involvement

The Club is a mandated reporter for child abuse and neglect. The Clubs also have a zero-tolerance policy for illegal activities. Because of this, The Club will report any suspected abuse and/or neglect to the Louisiana Department of Family Services, and police will be called if a child engages in illegal activities at the Clubs. In these cases, parents will also be contacted, either by the Club or the public agency that is involved.

Club Code of Conduct

The Club has a simple **Code of Conduct: Respect the Club; Respect Yourself; Respect Others**. Additional rules for specific programs, situations or ages may be set and used by Club staff as needed. All Club rules are designed to provide a positive, safe, secure, respectful and orderly environment.

Rules & Regulations for Members

Below is a list of general rules that parents/guardians should go over with their child(ren). There may be other rules that will be instituted, as needed. Failure to adhere to the rules could result in suspension or termination of membership.

All youth (guests and members) must sign the Code of Conduct with the membership/guest form.

Prohibited	General
<ul style="list-style-type: none">• Violence against another member or Club staff• Cursing, use of racial slurs, name-calling, bullying or any other use of bad language• Possession of drugs, alcohol, guns, knives or any other weapons• Display of gang paraphernalia, signs or any action showing affiliation or activity• Aggressive action or group demonstration that is disruptive and interferes with Club activities• Bullying of any kind• Persons entering or attending the Club under the influence of an illegal or banned substance• Persons caught stealing will be subject to suspension and/or prosecution. NO EXCEPTIONS!• Fighting will lead to suspension. Members must keep their hands to themselves.• Member are not allowed to gamble under any circumstances.	<ul style="list-style-type: none">• All members should help keep the Club neat and clean.• Members may not wear suggestive garments or inappropriate attire. Shirts must be worn at all time. Pants/shorts/skirts/tights must be worn on the hip, not sagging around the buttocks. All members should help keep the Club neat and clean.• Members should always show respect and cooperation toward each other and the staff.• Running is not allowed within the building except in the GYM.• The Boys & Girls Clubs are not responsible for stolen or lost items.• If a member has a problem, question or an injury they should see a staff member immediately.• Members will follow these rules at all times while at the Club or events sponsored by the Boys & Girls Clubs.• Public display of affection is not allowed. (i.e. kissing, hugging, holding hands, hitting, etc.)• Once members leave the premises of the club, they are not allowed to return.

BULLYING POLICY

We are committed to creating a Club setting where everyone is treated with dignity. To make this possible, we recognize that one of our most important responsibilities is to create and sustain a safe environment so our members can enjoy participating in our program. To achieve this goal, we must acknowledge that bullying can occur within our Clubs.

To clarify the definition of bullying and to help prevent it from occurring, we have outlined the following information:

- **Both boys & girls can be bullies. We, as an organization will not tolerate an attitude of “boys will be boys” or “girls will be girls” to excuse social cruelty or physical harm.**
- **Bullying can be direct or indirect, blatant or subtle. It involves an imbalance of power and repeated and intentional actions.**
- **Bullying is any behavior considered physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.**
- **Bullying is cutting someone off from essential relationships.**
- **Bullying includes isolating the target by making this person feel rejected by his or her community.**
- **Bullying is malicious gossip and rumor spreading.**

Bullying often occurs outside of the physical grounds of the Club, yet these actions impact the safety of our members as though they occur on Club sites. Any bullying behavior demonstrated at the Club or outside of the Club that affects our Club community, will be addressed by the Club Management.

Examples of bullying outside the Club could be (but are not limited to) the following:

- **Electronic communications that include physical threats and/or malicious gossip and slander.**
- **Hit lists or polls via e-mail or other methods of communication naming specific members and/or staff.**
- **Sending humiliating photographs to others.**
- **Stealing passwords and misrepresenting oneself.**
- **Changing other people’s personal profiles.**
- **Hazing, or any ritual that degrades, humiliates, threatens, or physically hurts another person as a pretext for joining a team or other formal or informal group.**

As an organization, we will take any report of bullying seriously. Bullying will be responded to through a variety of consequences and intervention up to and including suspension from the Club, depending on the frequency and severity of the behavior. Any member who is suspended will not be permitted to return to the Club without a parent/member re-entry meeting with the Site Coordinator.

Some situations, including less severe first offenses, may be handled by the Club through member conferences, mediation or other interventions without a phone call home. If more serious bullying behavior has occurred, possible consequences could be suspension or expulsion from participation in all Club activities. Membership is a privilege, not a right. Subsequent consequences could include Club suspension. If any of these consequences become a likely outcome, we will notify you. If your child is the target of bullying:

- **Notify the Site Coordinator so that the incident can be documented.**
- **The incident will be addressed as quickly as possible, but please allow us 48 business hours to respond. If you do not hear from us by that time, please feel free to call the Site Coordinator to follow up.**

Please understand that we want all our members to feel safe, valued and respected in our Clubs. These situations are hard for everyone – parents, Club staff and members alike, but it is in these moments when we truly show

what we stand for as a community. Working together, we can do our best to ensure that our Club is a safe and positive environment where great futures can start for every child.

The Club's Youth Guidance Philosophy

As a high-quality out-of-school time program, THE CLUB is committed to promoting school-age children's emotional and social development, in addition to their academic achievement. Therefore, THE CLUB has developed a thoughtful, consistent, positive approach to child guidance and discipline that is appropriate to the age and individual needs of the children we serve.

The Clubs' child guidance philosophy is based on time-tested principles in eliciting positive behaviors and fostering the progressive development of children. These include the following:

- Understanding of growth and developmental stages of children
- Providing a stimulating and educational environment that addresses multiple learning styles
- Maintaining consistency in rules, routines, and discipline
- Modeling of appropriate behaviors and attitudes
- Allowing children to share their feelings and suggested solutions to problems
- Reducing opportunities for misbehavior through effective classroom control
- Teaching children coping mechanisms
- Praising appropriate behavior
- Working cooperatively with families to resolve ongoing behavioral challenges

The Clubs puts a priority on positive guidance methods that promote the setting of clear-cut limits for children and for the development of self-control, self-esteem, and respect for the rights of others. Parents are considered partners in finding solutions that will eliminate negative behaviors. In addition to giving feedback to parents at pick-up time, childcare staff can also make arrangements with families for a sit-down meeting to brainstorm effective child guidance techniques for their children.

Prohibited Forms of Discipline

Actions that are aversive, cruel or humiliating and actions that may be psychologically, emotionally, or physically painful, discomforting, dangerous or potentially injurious are prohibited. Examples of prohibited actions include:

- Spanking, hitting, pinching, shaking, slapping, twisting, or inflicting any other form of corporal punishment;
- Verbal abuse, threats, or derogatory remarks about a child or the child's family;
- Physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle; and/or
- Withholding or forcing meals or snacks.

Physical Handling of Boys & Girls Club Members

The use of physical force or punishment should not be used as a response to Club member misconduct. The only instance when the use of physical force may be used as a response to Club member misconduct is in the case where weapons or violent behavior are involved. However, physical force in this instance should be the last choice of action for staff and should not be done except to protect oneself or others where serious bodily harm could occur without physical intervention. Any use of physical force should be to prevent harm, such as separating individuals who are fighting. Fighting, physical assault or verbal assault on another person is a violation of club work rules. In any case where physical response is used, the Site Coordinator will meet with the staff involved to review what happened and fully document the incident.

If staff determines that it is necessary to forcibly remove an individual because that person refuses to leave voluntarily: **The police, not staff, should remove a severely disruptive person who refuses to cooperate.*

- Staff should see back up immediately, including the staff-in-charge
- All members and others should be cleared from the area to isolate the individual
- The police should be notified

RESTORATIVE PRACTICES

“Restorative Practices can change behavior by challenging core beliefs, rather than simply just managing behavior,”

Restorative practices create a positive learning environment where members have the necessary skills to self-regulate their own behavior and re-calibrate their learning experiences. Restorative practices have been found most effective when implementing as a whole club approach by aiming to:

- Develop- emotional literacy, truth telling, accountability, responsibility
- Improve- behavior, attendance, learning environment, and teaching.
- Increase- empathy, happiness, social and communication skills.
- Reduce- bullying, exclusion, conflict, need for sanctions.

Restorative Practices are based on four key features:

- Respect- for everyone by openly receiving opinions and learning to value them.
- Responsibility- taking responsibility for one’s own actions.
- Repair- developing the skills within a Club community so its individual members have the necessary skills to identify solutions that repair harm.
- Re-Integration- working through a structured, supportive process that resolves the issue and ensures behaviors are not repeated, allowing members to remain in mainstream education while also achieving all of the above.

Punitive Discipline vs Restorative Practice

Punitive Discipline	Restorative Practice
Misbehavior is breaking the rules	Misbehavior is a violation of people and relationships
Offender is accountable only to the Club Staff /Authorities	Offender is accountable to those harmed and the community
Accountability is equated with punishment, usually exclusion	Accountability is defined as taking responsibility and repairing the harm
Those harmed are peripheral to the process	Those harmed play a key role in response to wrongdoing
Offenders are defined by their deficits (the misbehavior)	Offenders have capacity to take responsibility and change their behavior

Youth place significant attention on how they are treated. When punished, it is easy for them to fixate on the harm they experience rather than how their behavior may affect others. This focus on self-leads to resentment towards the punisher, and resentment turns into resistance to participation in activities and disassociation and/or aggression towards others.

Through Restorative Practices, members will:

- Have an opportunity to be heard
- Understand the greater impact of one's actions
- Learn to take responsibility
- Repair the harm one's action may have caused
- Recognize one's role in maintaining a safe Club environment
- Recognize one's role as a positive contributing member of the Club and Community

Member Expectations

We will continue to follow our expectations outlined in the Parent Handbook, but members can easily remember our Member Expectations:

- **RESPECT THE CLUB; RESPECT THE YOURSELF; RESPECT OTHERS.**

Behavior Recognition and Rewards

Staff will promote, encourage and acknowledge positive behavior within and around our Program Area. Staff will be keeping a record of member's behavior in **Member Assessment Report (MAR)**. The MAR is kept in the Member's File. In addition, Staff may nominate members for formal recognition through local and national BGC Programming:

- Jr Youth of the Month/ Youth of the Month
- Jr Youth of the Year/ Youth of the Year

Progressive Behavior

If member's behavior is not aligned with the Member Expectation, staff will take corrective action by following the CLUB Restorative Practices Continuum. Redirection, Verbal Check-In and Reflection Sheets will be used and all actions will be documented in the MAR and placed in member's file. If the behavior does not change, staff should complete the Progressive Behavior Report (PBR) recommending Specialized Programming for member along with a Member Moment. The Director will review the PBR and meet with the member. Member's parent/guardian will be made aware through a parent call and given a copy of the PBR. A copy will also be placed in the member's file.

Restorative Practices Documentation

THE CLUB Staff will follow to document all occurrences at the Club:

- Repeated Verbal Check-Ins is documented in MAR
- Reflection Sheet/Reasoning is documented on MAR. Groups Circles will be held so members can see and reflect on how their actions affect other members.
- Earned Privileges are documented on MAR and the member will be considered for Specialized Programming.
- Member Moments is documented on the MAR and parents will be made aware through a parent call and copy of MAR will be provided.
- Restorative Council is held with the Site Coordinator, Member, and Member's parent(s)/guardian(s). At this meeting parent(s)/guardian(s) will be made aware of all previous actions taken and suggest an Interval of Assessment for the member to reflect on their actions and how to better handle the situation next time. If this is a repeated occurrence, the member will be removed from the program, and other resources for afterschool care will be made available.

Restorative Practices:

- **Orientation of Expectations** are presented to members regularly. Behavior expectations are established and stated positively.
- **Redirection** is used to promote desirable behaviors reduce, reduce punishing interactions and promote learning and exploration.
- **Verbal Check-In** is a courtesy provided to members letting them know you are aware they are not meeting the expectations at that time and re-evaluate the choices they are making.
- **Reflection Sheets & Restorative Reasoning** provides an opportunity for each member to be heard. This helps members tell the incident through their prospective, how it affected them, and helps them develop future actions and/or solutions.
- **Earned Privileges** occurs when the member continues to be disruptive. Members will be removed from the activity for a short period of time. This allows the member to gain control of a difficult situation. Reflection Time can include activities which might lead the child to consider alternate behaviors.
- **Member Moment** occurs when the member continues to demonstrate undesirable behavior and/or when a behavior is particular dangerous to the member, staff or others. Parents will be made aware and members will be placed in specialized programs to promote positive behavior.
- **Restorative Council** the Site Coordinator, member and parent(s)/guardian(s) meet when the member's behavior puts him/herself, staff or other members in danger. At this time, parent(s)/guardian(s) will be made aware of all efforts made to redirect the member and an Interval of Assessment will be recommended. If Restorative Councils occur regularly, referrals to alternative programs will occur.

Programming:

- **Affective Statements** are expressions of personal feelings, both positive and negative. They are not intended to shame or vent personal stressors, but to develop empathy, establish boundaries and provide authentic observations. Instead of criticizing or scolding the member, an 'affective' YDS communicates how the student's behavior makes them feel.
- **Reflective Check-In** takes place at the beginning of every program day. This will give members dedicated time to gain perspective on their day and how to better it. This also allows YDS to gauge member's behavior/attitude for the day.
- **BGC Programming** THE CLUB offers tested, proven and nationally recognized programs in five Core Program Areas that closely align with the developmental needs of all young people:
 - Character and Leadership Development
 - Education and Career Development
 - Health and Life Skills
 - The Arts
 - Sports, Fitness and Recreation
 - We also undertake specialized initiatives that cut across more than one program area and/or address the unique needs of special populations
- **Group Circles** will be utilized when a member's behavior affects the group. This will allow members to express their feelings and will also shed light on how their feelings and actions affect others.
- **Specialized Programs** focus on social awareness, relationship skills, and decision making. Members will be placed in a Specialized Program to help the member develop their awareness and make better decisions.

PARENT ENGAGEMENT

Parent Code of Conduct

THE CLUB are committed to providing a safe and nurturing environment for your child. In an effort to ensure your child's development in a positive way, we ask that you as the parent(s)/guardian(s) agree to the following:

- To make every effort to follow all THE CLUB program policies & procedures as expressed in this handbook. You understand that it is your responsibility to read and comprehend the policies set forth and to follow them to the best of your ability; and ask questions regarding any policy and/or procedure that it not clear to you.
- To strive to support the program in the way you communicate with the members, the staff and other parents.
- To be courteous, use appropriate language and refrain for making threats and taking actions towards any member (yours or others), staff, or other parent(s)/guardian(s) either at or near THE CLUB Clubs or at any Club functions/events.
- To not approach, any member other than your own to obtain confirmation, clarification, or "their view" on THE CLUB Clubs related issues, disputes, or disagreements between members. Such matters must be brought to the attention of the Site Coordinator.
- Do not approach any staff member requesting confidential information in regards to any member but your own.
- To understand there are NO REFUNDS or EXCHANGES on any membership fees.
- Understands that if a parent does not agree with the T CLUB Parent Code of Conduct, THE CLUB reserves the right to dismiss all access to the club facility.

Parental Involvement

The Club strongly encourage parents' involvement in their child's academic and personal growth. Parents are always welcome to work or play with their child at the Club. This is the best and most effective method to inform parents about their child's successes and struggles. Club newsletters and occasional phone calls to homes also keep parents up to date on the programs and activities offered through the clubs.

Communication with Parents on Child's Progress

THE CLUB parents, members and guests receive and sign the parent handbook that includes THE CLUB's Rules and Regulations and Bullying. These policies clearly state that some violations may result in immediate suspension or termination of membership. In all but the most serious violations, however, staff will work with the member and his/her family to restore the child's good standing in the Clubs.

Parents also agree to ensure that their children abide by these rules. If a child breaks a rule, this violation will be documented and placed in the child's file. Depending on the severity of the infraction, parents will be contacted. In the case of children who are picked up by a relative, staff will verbally inform the family member the same day that the violation occurs. More serious or repeat violations will also be conveyed via written notice. Parents are welcome to review their child's file at any time. They can also meet with staff and Club leadership regarding their child's behavioral or safety issues in order to develop a strategy for improvement.

Safe Passages Program

Release of Children

Children will be released only to those persons authorized on the Registration Approval/Parent Consent Form. When the child is picked up, the parent/guardian must sign out the child. Parents must notify the Site Coordinator in writing of any changes regarding persons to whom the child may be released to, or if there are

any variations in departure time.

Parents picking up their children must do so by closing time and complete the sign-out sheet. If parents or other designated persons are late in picking up children, staff will remain with the child until they are picked up. Parents may be asked to withdraw their child after the second time that they are late in picking up their child. Generally speaking, staff are not responsible for the child's transportation to and from the program. If the child is not picked up at closing time, the police or child protective services will be called.

Child Pick-up Procedures

One of the Clubs' primary concerns is the safety and well-being of the children we serve. Our pick-up procedures are designed to protect the children we serve.

Release to Authorized Parent/Guardian Only

THE CLUB provides a safe and secure environment for its club members. Club staff are responsible for ensuring members are picked up by only those adults who are authorized to pick up each member. Each member's parent/guardian is to fill out a form listing the individuals authorized to pick up their child each day. If applicable, a copy of any legal documents prohibiting certain individuals' access to the child are kept in the file. Each time a member is picked up from the Club, staff are responsible for checking the adult's ID to make certain the child is leaving the Club with the authorized adult.

In the case of an individual who is not authorized but who claims the parent has given him or her permission to pick up a child, staff will contact the parent for verbal authorization. The parent will be asked to update the pick-up authorization form in their child's file at their earliest convenience.

Release to Parent/Guardian Who Appears Impaired

If the parent or guardian who is picking up the child appears to be impaired by drugs or alcohol, staff will contact another adult on the pick-up authorization form. The child will not be released to the parent under the influence of drugs or alcohol. The child will remain in staff's care until the arrival of an authorized adult who is capable of taking responsibility for the child's release.

Field Trips (if applicable)

Parents are notified of field trips with sufficient notice to give their permission and/or pay required fees. If children are to dress appropriately for a certain activity, the field trip materials will include this information.

HEALTH & WELLNESS

Dispensing Medication

It is the responsibility of parents or guardians to administer medications to their children. Staff do not hold or administer any over-the-counter or prescription medications to members.

Child Definition

As a provider of after-school program services to well children, THE CLUB will not permit children to come to the Clubs with any of the following illnesses or symptoms:

- Severe pain or discomfort;
- Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea;
- Two or more episodes of acute vomiting within a period of 24 hours;
- Elevated oral temperature of 101.5 degrees Fahrenheit or over or axillary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes;
- Lethargy that is more than expected tiredness;

- Yellow eyes or jaundiced skin;
- Red eyes with discharge;
- Infected, untreated skin patches;
- Difficult rapid breathing or severe coughing;
- Skin rashes in conjunction with fever or behavior changes;
- Weeping or bleeding skin lesions that have not been treated by a health care provider;
- Mouth sores with drooling; or
- Stiff neck.

A child who presents with these symptoms will be sent home unless medical diagnosis from a health care provider, which has been communicated to the center in writing, or verbally with a written follow-up, indicates that the child poses no serious health risk to himself or herself or to other children. All such documentation will be placed in the member's file.

Communicable Diseases and Member Attendance

If any member shows evidence of having contracted a communicable disease as defined by a skin irritation or lesion that is designated as contagious to others and appearing as impetigo, chicken pox, scabies, ringworm, head lice, pink eye, etc. Staff will isolate the member in a designated area until a parent or guardian can pick up the child from the Club. Club staff are obligated to contact the Health Department, the child's parents and the parents of any other children who may have been exposed to the infected child. A letter to member's parents or a posting at the Club is required when a communicable disease has been present at any Club location. Confidentiality of each Club member is to be kept in all situations.

The contagious member will not be allowed to return to active participation in Club activities until the member is examined by medical personnel and found to be free of contagious aspects of their affliction. A letter to this effect must be signed by a physician or registered nurse and placed in the permanent membership file of the member.

Parent Notification and Confidentiality

The contents of all member files are kept confidential and are only available to Club staff. Staff should call the member's parent any time a member is ill or an accident has occurred. In the case where 911 needs to be called, the parent should give any and all information to the responders. If the parent is not able to be reached and the child is in a life-threatening state, the Site Coordinator may give any necessary information to the responders. If a Club member is found to have a communicable disease, it is the responsibility of Club staff to inform the parent of the infected child, the parents of other children who came in contact with that child and the health department. This will be done in a manner that safeguards confidentiality.

Other Dietary Restrictions

Parents whose children have dietary restrictions or special diets due to religious beliefs or other practices should submit documentation to the Club's Director of Program Operations. A special diet based on a medical condition may be served only upon written instruction of a child's physician and upon request of the parent. A copy of these restrictions will be placed in the child's individual file. All staff members having direct contact with the child shall be informed about a child's dietary restrictions, special diet or food/other allergies.

SAFE & SECURE CLUBS

Emergency Preparedness Plan

Boys & Girls Club of Greater Baton Rouge (THE CLUB) are committed to providing a safe environment for all members participating in programs at THE CLUB facilities. This commitment requires an established plan to manage environmental hazard situations in a manner that minimizes risk to any person present when an evacuation or shelter in place is necessary.

This policy contains requirements for general environmental hazard plans which are designed and implemented to protect program staff, club members, visitors and contractors from the hazards associated with an emergency.

Shelter in Place:

Staff are required to keeping members as calm as possible. Older members, if available, may be used as helpers. All staff must be advised within 7 days of hire where the designated shelter in place is located.

- Stay away from exterior doors and windows and go to the designated shelter area.
- Do not use elevators during a tornado.
- Remain in areas designated as “shelter areas.”
- Use two-way radio advising all staff of the emergency using the site-specific emergency code.
- Lead club members promptly out to the shelter area.
- Staff must ensure that all spaces are cleared including bathrooms.
- Members may not stop to take clothing, toys, book bags, etc.
- Staff must take the group rosters/attendance records to the shelter area.
- Staff must leave lights on and close doors upon exiting the room.
- Directors or other designated staff is responsible for conducting a final walkthrough of the club, checking closets or other hiding places, making sure all windows are closed, and all doors are shut and locked.
- The Director must place a sign on the door indicating “Shelter in Place.”
- Do not go outside until advised and cleared to do so.
- At Shared Space Clubs, school personnel are responsible for shutting HVAC and conducting walkthrough.
- The Director is responsible for taking attendance at the shelter area ensuring that all individuals are accounted for. Check the completeness of the shelter in place.
- Staff will lead children back into the program area when the hazard has cleared.

Evacuation:

Staff are required to keep members as calm as possible. All staff must be advised within 7 days of hire where the designated evacuation and re-location area is located.

- Exits, hallways, and other evacuation routes will be clear at all times to permit prompt and safe exit from the building.
- Do not use elevators during an evacuation.
- The designated meeting location must be at least 1000 feet from the building or as indicated by Emergency Management.
- Use two-way radio advising all staff of the emergency using the site-specific emergency code.
- Lead club members promptly out of the building using the closest and safest exit.
- Staff must ensure that all spaces are cleared including bathrooms.
- Members may not stop to take clothing, toys, book bags, etc.
- Staff must take the group rosters/attendance records to the shelter area.
- Staff must leave lights on and close doors upon exiting the room.

- Upon exiting the building, staff must direct their assigned group of members to the site-specific designated area or as indicated by Emergency Management.
- Directors or other designated staff are responsible for conducting a final walkthrough of the club, checking closets or other hiding places, making sure all windows are closed, and all doors are shut and locked.
- The Director is responsible for taking attendance at the shelter area ensuring that all individuals are accounted for. Check the completeness of the evacuation.
- Staff will lead children back into the program area when and if Emergency Management determines it is safe.

Severe/Inclement Weather:

The CEO will determine whether to close club locations due to adverse weather conditions. As a general guideline, when Baton Rouge and surrounding city and/or county public schools close due to severe/inclement weather, club locations will close. If the decision to close is made when members are present in THE CLUB, staff must contact parents/guardians/emergency contacts to pick up members immediately. Staff must remain with members while maintaining the staff to member ratio, until all members are picked up.

Fire/Tornado/Flash Flood and All Other Emergencies:

Routine drills are necessary to ensure THE CLUB staff know how to conduct fire drill and a shelter in place in the event of a tornado. State regulations and THE CLUB policy define routine as one time per month, January through December. The manager is responsible for documenting the monthly drills in the CLUB Safety Binder.

Bomb Threat:

It is the policy of THE CLUB that ALL BOMB THREATS are to be considered valid and taken seriously until proven otherwise. No use of two-way radios or cellular phones because radio signals have the potential to detonate a bomb. Do not activate the fire alarm. Most bomb threats are received by phone and most currently electronically or via social media.

If the bomb threat is received by phone:

- Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- Obtain as many details as possible from the caller.
- If Caller ID is available, take down the number.
- Pay attention to the caller's voice (male, female, adult, child, recorded, well-spoken, accent, lisp, nasal, raspy, stutter, slurred) and background sounds (animals, house noises, music, static, office machinery, factory machinery, street noises, motor)
- If possible, write a note for a colleague to call the authorities 9-1-1 or as soon as the caller hangs up, immediately notify them yourself.

If the bomb threat is received electronically or via social media (Facebook, Instagram, Text, Snapchat, email):

- Notify authorities 9-1-1 immediately.
- Notify THE CLUB personnel based on communication protocol.
- If possible, forward email or screenshot an Account Manager.

Suspicious packages such as packages wrapped excessively, strange odor, foreign postage, strange sounds,

and/or unexpected delivery must be taken seriously and cautiously.

- Notify authorities 9-1-1 immediately.
- Notify THE CLUB personnel based on communication protocol.

Emergency Relocation:

In the event that members must be relocated for safety purposes, the designated relocation sites can be found in front of each club near the fire evacuation posting.

Use of Drugs or Alcohol

Use of drugs or alcohol is strictly prohibited. THE CLUB is committed to providing a drug-free workplace and conforms to the requirements of the Drug-Free Workplace Act and all laws pertaining to alcohol and drug use in the workplace.

Smoking

Smoking in or on Club facilities is not permitted. Employees are not permitted to smoke when members are present under any circumstances.

Guidelines on Staff/Member Relationships

The essence of the Clubs' mission is to support young people as they develop and build values, skills and self-esteem. Employees and volunteers are hired and/or selected to carry out that mission. They are expected to perform their job responsibilities at all times in a professional manner. Any employee who acts inappropriately in the presence of or toward a Club member, co-worker, or management is subject to discipline, up to and including immediate termination.

Special Notice:

Please be aware that staff are **NOT** allowed outside contact with any member in our program. This includes but is not limited to babysitting, house sitting, email/phone/social media contact, personal transporting, etc. Any prior relationships state may have with members and/or families must be disclosed and on Off-Hours Contact with Boys & Girls Club of Greater Baton Rouge Staff and Minors form must be filled out and on file.

Lost and Found

We are not responsible for lost, stolen or damaged items brought from home. Please help us by labeling everything with your child's name and leaving valuables at home.

COMPLAINT PROCEDURES

Employees should communicate with parents upon pick-up or drop-off regarding any pertinent information about the child's well-being. For communication of policies and/or other information required by law, the employee should check with a supervisor about the best way and most appropriate person to speak with the parent.

STEPS TO FILE A COMPLAINT

1. Contact the Site Coordinator of the local club your complaint is with. If not resolved proceed to Step 2
2. Contact the Director of Program Operations. If not resolved proceed to Step 3
3. Contact the CLUB Headquarters Office at 225.383.3928 and complete the attached Parent Complaint Survey.
4. Allow 24-48 hours for a response from Headquarters Staff for a resolution.

Safety Policies

Drug and Alcohol

The Boys & Girls Club of Greater Baton Rouge is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the Organization maintains a drug and alcohol free workplace. The unlawful or improper use of drugs, including marijuana, which is criminalized as a Schedule I narcotic at the federal level, controlled substances or alcohol in the workplace presents a danger to everyone.

As a federal grantee, The Boys & Girls Club of Greater Baton Rouge has a duty to comply with the requirement of the Drug-Free Workplace Act of 1988.

- Employees are prohibited from reporting to work or working while under the influence of alcohol and/or using illegal or unauthorized drugs.
- Employees are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, sale or possession of illegal drugs and alcohol in the workplace including on organization paid time, on organization premises, in organization vehicles or while engaged in organization activities.
- Employees are prohibited from reporting to work or working when the employee uses any drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.
- Employees taking a legal drug which potentially affects job safety or performance is responsible for notifying their supervisor and/or Club leadership. If the organization and the employee's physician have determined that the substance does not adversely affect the employee's ability to safely and efficiently perform the employee's job duties or determined that a reasonable accommodation can be made, the employee may commence work. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation is made.
- Employees must notify their supervisor and/or Club leadership, within five (5) days, of any criminal drug statute violation.
- Employment with the organization is conditioned upon full compliance with the foregoing drug and alcohol free workplace policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

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

Bathroom Policy

Restrooms shall be regularly monitored by designated staff at a schedule set by Club leadership. Whenever possible, Club staff should take groups of two or more youth to the bathrooms for “group bathroom breaks.” One adult should never escort one youth; always use the “rule of three” or more. Junior counselors, counselors in training, and volunteers should not escort youth to the bathrooms.

If the bathroom has only one stall, only one youth should enter the restroom at a time while the other youth wait outside with staff and volunteers. If there are multiple stalls, staff and volunteers should only send in as many youth as there are stalls. Staff should then stand outside of the bathroom with the door ajar in order to hear what is going on inside the bathroom. Club members of the opposite sex shall not use the same restroom at the same time.

Staff shall:

- Only use designated adult restrooms. Should separate restrooms be unavailable, staff shall use restrooms at designated intervals to ensure they are not using restrooms at the same time as youth members.
- Intervene and notify Club leadership should inappropriate conduct be observed
- Where possible prop open doors to restrooms.
- Club staff should randomly and periodically monitor bathrooms to ensure that youth are not lingering there. It is important that staff periodically check restrooms so that youth know that an adult could walk in at any time.
- In public spaces, such as on a field trip, have staff do a sweep of the restroom. Ask other patrons to wait while your club youth are using the restroom.
- Ensure restrooms are regularly cleaned and sanitized.

Staff observing unacceptable restroom conditions shall

- Immediately notify Club leadership.
- Complete a Repair Request Form and submit to Club leadership.
- Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible.

Supervision

Boys & Girls Club of Greater Baton Rouge is committed to providing a safe environment. As such, all Club activities shall be under continuous supervision by an appropriate adult at all times.

Staff shall not:

- Use electronic devices such as cell phones, PDAs, or other communication devices while supervising members unless it is part of approved programming.

Staff shall:

- Abide by the Organization's one-on-one contact policy.
- Abide by the Organization's disciplinary policies and procedures.
- Ensure at least three individuals are present when supervising members.
- Maintain proper ratios at all times.
- Ensure all volunteers are supervised by an adult staff member.
- Immediately notify Club leadership and/or submit written reports detailing supervision issues or incidents.

Transportation

The Boys & Girls Club of Greater Baton Rouge is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults.

The Club only provides transportation to and from the Clubhouse and various approved off-site locations. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership. Staff shall not:

- The Staff shall not transport Club members in personal vehicles.
- Transport one member at a time.

Staff shall:

- Only transport members in official Club vehicles
- Ensure at least three individuals are present when transporting members
- Abide by the one-on-one policy when transporting members.
- Keep an updated list of all youth who are transported to and from the Clubhouse and Club related activities Drivers shall:
- Keep a log of all youth who are picked-up and dropped off.
- Perform regular checks to ensure all members are picked-up and dropped-off at the appropriate times and locations.
- Immediately notify Club leadership if there is a delay or issue with transporting members to and from the Clubhouse or Club related activities.
- Submit written reports detailing issues or incidents involving transporting members to and from the Clubhouse or Club related activities.
- On field trips when transporting Club members on the bus, one staff person must be assigned to walk the length of the bus once Club members exit the bus to assure that no Club member is left on the bus. Make sure you walk the length of the bus once you arrive at the field trip location and again once you return to the Club. Do not assume the bus driver will check for Club members.

Incident Reporting

The Boys & Girls Club of Boys & Girls Club is committed to ensuring the safety of its members, staff and volunteers.

Any employee or volunteer of Boys & Girls Clubs of Greater Baton Rouge who becomes aware of an incident, as defined in this policy, shall immediately report it to Club leadership. Unless otherwise instructed, leadership is responsible for reporting the incident to authorities and BGCA, and executing the organization's Crisis Communication Plan. Safety incidents include, but are not limited to:

- Missing children
- Bullying behavior
- Policy violations
- Inappropriate activity between adults and youth
- Inappropriate activity between multiple youth
- Minor and major medical emergencies
- Accidents, including slips and falls
- Threats made by or against staff, volunteers, and/or members
- Physical assaults and injuries, including fights o Allegations of abuse
- Criminal activity, including theft and robbery

One on One Interaction

The Boys & Girls Club of Greater Baton Rouge is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the Organization prohibits all one-on-one interactions between youth and staff and volunteers, including board members.

Staff shall NOT:

- Initiate one-on-one contact with a member.
- Have a private meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat, and social media.
- Transport one member at a time. This includes personal and private vehicles.

Staff shall:

- Ensure meetings and communications (in-person and virtual) between members and staff and volunteers include at least three individuals.
- Ensure in-person meetings take place in areas where other staff and/or members are present.

Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist, or similar professional or in an emergency situation. All exceptions shall be documented and provided to Club leadership.

Staff shall immediately inform Club leadership if a staff member, volunteer, or board member violates this policy. Should any adult staff, volunteer, or board member violate this policy, the Organization will take appropriate disciplinary action, up to and including termination.

SOCIAL MEDIA POLICY

The following is the Boys & Girls Club of Greater Baton Rouge social media and social networking policy. The absence of, or lack of specific reference to a specific site does not limit the extent of the application to this policy. Where no policy or guidelines exist, employees should use their professional judgment and take the most prudent action possible. Consult your supervisor or upper level management if you are uncertain.

We define social network sites as web-based services that allow individuals to (1) construct a public or semi-public profile within a bounded system, (2) articulate a list of other users with whom they share a connection, and (3) view and traverse their list of connections and those made by others within the system. The nature and nomenclature of these connections may vary from site to site. Examples include but are NOT limited to; Facebook, MySpace, LinkedIn, Twitter, and SnapChat.

This policy separates the issues of participation into “personal” and work related activities. Remember, your responsibility to Boys & Girls Club doesn’t end when you are off the clock. For that reason, this policy applies to both company sponsored social media and personal use as it relates to Boys & Girls Club.

Social Network Site Usage

1. It is inappropriate for employees/volunteers to communicate, regardless of the reason, with current members enrolled in the Club on any public social networking web site.
 - a. This includes becoming “friends” or allowing Club members/students’ access to personal Web pages for communication reasons.
 - b. We strongly encourage you to make all your personal social networking accounts “private”.
2. Personal blogs/posts should include clear disclaimers that the views expressed by the author is the author’s alone and do not represent the views of the Club. Be clear and write in first person. Make your writing clear that you are speaking or yourself and not on behalf of the Boys & Girls Club of Greater Baton Rouge.
3. Information on your blog/posts should comply with the Boys & Girls Club of Greater Baton Rouge confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums and social networking sites.
4. It is imperative that you be respectful of our organization, other employees, volunteers, members, partners, and competitors.
5. Be thoughtful when posting items online (i.e. photographs or any other images) as some may be considered offensive to other parties and a violation of other Club policies.
6. Social media activities should not interfere in any way with work commitments. Internet use on organization time is authorized for Club business only.
7. Your online presence reflects the organization. Be aware that you actions captured via images, posts or comments can reflect that on our organization.
8. At no time are you allowed to reference or site Club youth, parents, employees or volunteers without their or their parents express consent. In all cases do not publish any information regarding members we serve or their families during the communication. Remember that member information is considered private and confidential.
9. Never post information that is considered proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).
10. Respect our audience. Don’t use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the Boys & Girls Club of Greater Baton Rouge workplace.
11. Use your best judgment. If you are about to publish something that makes you the least bit uncomfortable, carefully review the rules above and consider consequences prior to publishing. If you are still unsure, and it is related to the Club, feel free to consult the Director of Program Operations. Ultimately, however, you have the sole responsibility for what you post to your blog or publish in any form of online social media.
12. Not only are you solely responsible for what you post or publish by what others post and publish on your social networking site. Remember that all the above rules apply to comments and blogs posted by others on your site. Please exercise your best professional judgment when posting and monitoring your web-based social networking sites.

The very nature of the Internet and social networking sites are that they are ever- changing. The Club’s guidelines are intended to provide direction if employees choose to use social networking sites and/or blogs for either

personal or professional reasons.

While the use of these sites is becoming commonplace, it is important that the Club employees remember to conduct themselves in an appropriate and professional manner. The goal of this policy is to help staff/volunteers avoid any unintended situations that could adversely affect their employment or service with the Club.

These guidelines are not intended to restrict participation by employees but rather to provide some level of protection if they choose to engage in online activities. The Club will not apply or interpret this policy so as to violate the National Labor Relations Act.

Sexual Abuse Prevention

The Boys & Girls Club of Greater Baton Rouge is committed to providing a safe and respectful environment for our members, and will not tolerate any sexual abuse or sexual misconduct toward or by any member.

Sexual abuse and sexual misconduct shall be interpreted to mean any sexual interaction between a child and another person (including another child) in a position of power over the child. Specific acts may include, but are not limited to inappropriate physical contact, viewing pornography, exposing oneself to another person, enticing others to expose themselves, inappropriate language, or any other behavior that is a violation of the Boys & Girls Club of Boys & Girls Club Code of Conduct or Employee Handbook.

Unless authorized in advance by Director of Program Operations or President/CEO, adult staff and volunteers shall not:

- initiate conversations with members about sexual matters. If a member initiates a conversation about sexual matters with a staff or volunteer, the adult shall limit the conversation to the child's immediate concerns and shall provide a written incident report to the supervisor within 24 hours; or
- engage in off-site activities with members. Such interactions may include, but are not limited to field trips, meetings, and communications via phone, text, and/or social media. All persons are prohibited from the access, display, production, possession or distribution of pornography on Club premises or equipment. Any suspected sexual abuse or misconduct will be treated as a serious matter and documented by written incident report within 24 hours. When applicable, the incident will be reported to the appropriate authorities. The chief executive officer shall provide written directives to maintain the confidentiality of incident reports.

All persons are prohibited from the access, display, production, possession or distribution of pornography on Club premises or equipment. Any suspected sexual abuse or misconduct will be treated as a serious matter and documented by written incident report within 24 hours.

When applicable, the incident will be reported to the appropriate authorities. The chief executive officer shall provide written directives to maintain the confidentiality of incident reports.

Boys & Girls Clubs employees are mandated reporters when suspects or has reason to believe that a child has been abused or neglected or is in danger of being abused. Reporters are generally required to report the facts and circumstances that led them to suspect abuse, but they are not required to and should not attempt to investigate the circumstances of the suspected abuse. Reporters are therefore discouraged from asking the child or others involved probing questions or investigating physical signs of abuse; instead, report to the proper authorities that have been trained to investigate.

Louisiana Abuse Hotline: **Call 1-855-4LA-KIDS (1-855-452-5437) toll-free, 24 hours a day, 365 days a year.**

Confidentiality

We respect the privacy of the children attending the Club and the privacy of their parents or guardians

- Staff only discuss individual Club members for purposes of planning and group management
- Parents can ask to see the records relating to their child, but will not have access to information about any other children.
- Information given by parents to Club staff will not be passed on to third parties without permission unless there is a safeguarding issue

NO Secrets

Staff must not promise Club member that they will keep a secret. Everything a Club member tells must be available to share with appropriate people.

If a Club member discusses hurting himself or others an incident report must be completed and reported to the Director of Program Operations, immediately.

As a staff person if you see a safety issue, report it. Don't be afraid to report or think that isn't your job. What we talk about is important. Talk about safety!

Media

Pat Van Burkleo, President, is the designated spokesperson for the organization. Staff members are not allowed to speak on behalf of the organization without prior permission from the President. If Mr. Van Burkleo is not available, media questions can be referred to John F. McDermott, Chair Board of Governors. (225) 387-3221.

If approached by the media your response should be; "Pat Van Burkleo, President of Boys & Girls Club, is the spokesperson for the organization. Please reach out to him by calling at 225.383.3928 or by email at pat@brclubs.org".

Background Checks

The Boys & Girls Club of Greater Baton Rouge is committed to selecting and retaining the best staff and volunteers to serve our youth. As part of the initial selection process and on an on-going basis, Boys & Girls Club of Greater Baton Rouge will conduct background checks in accordance with the following policy.

Boys & Girls Club of Greater Baton Rouge will conduct criminal background checks of all employees, including minors, board volunteers, and others who serve on a standing committee, and conduct background checks on all volunteers, including partners and minors, who have direct, repetitive contact with children. Name-based or fingerprint-based record searches may be used in any combination but will, at a minimum,

- (a) verify the person's identity and legal aliases through verification of a social security number,
- (b) provide a national Sex Offender Registry search,
- (c) provide a comprehensive criminal search which includes a national search,
- (d) provide a comprehensive local criminal search which includes either a statewide criminal search or county level criminal search, depending on your jurisdiction (a current list of jurisdictions can be found at www.bgca.net/childsafety), and
- (e) include here any additional background check criteria required by your organizational policies, funding, or licensing agencies or required in your jurisdiction, such as motor vehicle records, child abuse registry, or credit checks.

Such checks will be conducted prior to employment and at regular intervals not to exceed twelve (12) months.

All background check findings will be considered when making employment or volunteer decisions. It is the policy of Boys & Girls Club of Greater Baton Rouge that an employee or volunteer will be automatically ineligible for employment or volunteer service, if such individual:

- (a) refuses to consent to a criminal background check,
- (b) makes a false statement in connection with such criminal background check,
- (c) is registered, or is required to be registered, on a state or national sex offender registry,
- (d) has been convicted of a felony consisting of:
 - 1. murder,
 - 2. child abuse,
 - 3. a crime against children, including child pornography,
 - 4. domestic violence,
 - 5. abduction or human trafficking, 6. a crime involving rape or sexual assault,
 - 7. arson,
 - 8. weapons, or
 - 9. physical assault or battery,
- (e) has been convicted of a drug-related offense committed within the last five years, or (f) include here any additional hiring exclusions required by your organizational policies, funding, or licensing agencies or required in your jurisdiction.

Boys & Girls Club of Greater Baton Rouge will conduct reference checks on any candidate for employment or volunteer service. Should candidates for employment have previous experience with a Boys & Girls Club, a reference from the former Boys & Girls Club supervisor will be obtained by Boys & Girls Club of Greater Baton Rouge prior to extending an offer for employment or volunteer service.



BOYS & GIRLS CLUB

Boys & Girls Club of Greater Baton Rouge Acknowledgement of Review of the Parent Handbook

As we strive to provide a safe and quality experience for your child, we also seek the involvement of parents/guardians to help our members be most successful. Your signature acknowledges receipt of the handbook, as well as the rules, regulations, and expectations outlined for both the member and family in regards to:

- **Membership /Procedures**
- **Member Code of Conduct /Bullying Policy**
- **THE CLUB Youth Guidance Philosophy/ Restorative Practices**
- **Parent Engagement /Parent Code of Conduct**
- **Safe & Secure Clubs /Health & Wellness**
- **Complaint Procedures**
- **Safety Policies**

Member Name (PLEASE PRINT)

Parent/Guardian Name (PLEASE PRINT)

Parent/Guardian Signature

Date

Site Coordinator/Membership Coordinator Signature

Date