



**BOYS & GIRLS CLUBS
OF MILFORD**

Afterschool 2020-2021 PARENT Handbook

This handbook contains both our Parent Handbook
and our COVID 19 policies

Mission & History

“To enable all youth, especially those who need us most, to reach their full potential as productive, caring and responsible citizens.”

The Boys & Girls Club of Milford will service as its primary constituency youths between the ages of 5 to 18. These members will be served through a series of well-defined program areas whose objectives will encompass recreation, social development, educational growth, and cultural enrichment to assist them in reaching their potential as members of their families and citizens of the community.

The Club is a non-profit (501c3), private organization for dues-paying members. Memberships are required to use the Club facilities. Through a series of core program areas (character and leadership development; education and career development; health and life skills; the arts; and sports, fitness, and recreation) the Club strives to create among its members positive self-identity, health and wellbeing, positive values, a commitment to learning, social competency, and community and civic involvement.

Membership in the Boys & Girls Club of Milford is open to children, regardless of race, color, religion, or national origin, between the ages of 5 and 18 years. The membership fee covers participation in the Club's core programs: social, cultural, sports, and recreational activities.

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A letter from our Directors

Dear Parents and Guardians,

Thank you for signing up your child for the Boys & Girls Club of Milford's 2020-2021 Afterschool Program. We are excited to serve you and your family this year.

Due to COVID-19 the Boys & Girls Club of Milford's program has made several big changes. The biggest being that on in school learning days we will be operating out of 8 elementary schools and on full distance learning days we will be operating at our Simon Lake Location. Each program has a different fee structure, so please look at the information carefully in this document.

In addition we have recently been advised by the Milford Health Department that due to the fact that we are now operating out of the Public Schools, and in order to provide consistency for students, we must adhere to all Milford Public School Health Policies and Procedures in regards to COVID-19. This includes having children wear masks while they are in the building or cannot properly social distance themselves. All of the polies are fully laid out in this handbook.

Please keep in mind, our Simon Lake building is a city-owned building that we rent. We share the building with two other agencies, the Board of Education and the Milford Police Training Academy. As a shared space, each of our agencies has taken the measures to separate our spaces through signage, separate entrances, and security systems. The operations of these organizations are entirely separate from the Boys & Girls Club and will not interfere with our programming. It is important that you discuss this with your child and explain the importance of respecting not only this rule, but all of the Boys & Girls Club of Milford's rules.

The Boys & Girls Club of Milford Simon Lake Unit entrance is located at 59 Devonshire Rd. and is clearly marked by several signs. Due to the new guidelines, please see below for drop off and pick up policies.

Below, you will find lots of important information regarding the Afterschool Program. As this is an ever-changing situation, please be patient and flexible with program changes as they arise.

We are looking forward to serving your families this year and making many memories with your children!

Best,

Megan Altomare
Executive Director

Jill DeWerd
Director of Operations

2020-2021 After School Membership GENERAL AFTERSCHOOL INFORMATION

REGISTRATION

Due to guidelines and new restrictions on how we can ensure the safety of your children while at our program, as well as the possibility of program structure shifting our fee structure has changed. The staff and Board of Directors and the Milford Public Schools Administration Team have been working diligently to come up with ways to be able to offer you and your family many options.

Please look over the registration form carefully as there are several options to select and must be done individually. Registration can only be done online at **www.boysandgirlsclubofmilford.com**. Your registration is not complete until you make your payment and complete all forms. The Club cannot hold your spot until all steps are complete. **We have created an option for online payment using a credit/debit card.**

There are scholarships available for those who qualify. Contact the Clubhouse for more information on the Scholarship Program.

HOURS OF OPERATION & FEES

The Boys & Girls Club will be opening registration on August 27th at 9:00am. Enrollment is on a first come first serve basis. We will do our best to accommodate the need of our families however due to limited space at the schools; we may need to create a waiting list as our program fills. If you do not get into the program right away it is very important that you put your name on the waiting list. This will allow for us to understand the need and work to meet it. Please note: if you have registered for the afterschool program prior to August 27th, you will need to re-register on our website and select the options that best fit your family's needs.

Our membership fee structure has also changed. Due to the increase in hours and adhering to the new COVID 19 regulations, we will be charging a monthly fee, which is laid out, on our information sheet that is attached. We will be collecting monthly membership payments that will align with the current school model under which Milford Public Schools will be operating. Our program will begin at the end of the school day, which is currently 1:40pm and run to 6:00pm on Monday, Tuesday, Thursday and Fridays.

As this is an ever-changing situation, please be patient and flexible with program changes as they arise. Our number one goal is ensuring the safety of everyone.

REGISTRATION: Please look over the registration form carefully as there are several options, and each program must be selected individually. Registration can only be done online at www.boysandgirlsclubofmilford.com. Your registration is not complete until you make your payment and complete all forms. There is limited space as we are now operating out of each of the elementary schools not the Clubhouse on days in which the kids are doing in person learning. We will do our best to accommodate the needs of the community.

Registration is based on a first come first serve basis and the Club cannot hold your spot until all steps are complete! Please see the refund policy located in the this handbook prior to registering. We have created an option for online payment using a credit/debit card.

For questions, contact jilldewerdt@boysandgirlsclubofmilford.com

For registration questions, contact programs@boysandgirlsclubofmilford.com

Please note if the school switches from one model to another there will be a full week gap in BGCM programming

Hybrid Tier 1- Monday, Tuesday, Thursday & Friday • Cost \$70.00 per month • Location: Each of the 8 Milford Public Elementary Schools • Hours of operation: School Dismissal – 6:00PM

Hybrid Tier 1, Full Day Virtual Learning - Wednesday • Cost: \$70/month • Location: Boys & Girls Club of Milford Clubhouse 59 Devonshire Rd. Milford, CT Program Space is Limited, First come, First serve • Hours: 8:30am- 4:30pm • Staff members will work with Club Members to create daily task list, access power school and ensure the completion of homework assignments and participation in online learning during distance learning hours. Programming will move to a typical afterschool program following the completion of the Virtual School Day.

Hybrid Tier 2- 2 days in Schools • Cost \$35.00 per month • Location: Each of the 8 Milford Public Elementary Schools • Hours of operation: School Dismissal – 6:00PM

Hybrid Tier 2, Full Day Virtual Learning 3 Days • Cost: \$180/month • Location: Boys & Girls Club of Milford Clubhouse 59 Devonshire Rd. Milford, CT Program Space is Limited, First come, First serve • Hours 8:30am - 4:30pm • Staff members will work with Club Members to create daily task list, access power school and ensure the completion of homework assignments and participation in online learning during distance learning hours. Programming will move to a typical afterschool program following the completion of the Virtual School Day.

Full Day Virtual Learning Monday – Friday *If the Milford Public Schools move to a full distance learning model for any reason other than an outbreak of COVID-19, and if the Milford Health Department deems it safe for the Boys & Girls Club to operate we will open 5 days week full day model. • Cost: \$260/month • Location: Boys & Girls Club of Milford Clubhouse 59 Devonshire Rd. Milford, CT Program Space is Limited, First come, First serve • Hours: 8:30am - 4:30pm • Staff members will work with Club Members to create daily task list, access power school and ensure the completion of homework assignments and participation in online learning during distance learning hours. Programming will move to a typical afterschool program following the completion of the Virtual School Day

REFUND POLICY

The Boys & Girls Club of Milford has worked to ensure the most affordable programming for all of our families. With this being said, your monthly membership fee will not be refunded if the Boys & Girls Club of Milford operates at least one day during the month.

MEMBER DROP OFF AT SIMON LAKE

Morning Drop-Off Procedure:

Please refer to the diagram which illustrates the traffic pattern.

Presently, as we are currently not permitting anyone in the building other than club members. If you have any questions or need to relay any information please call the clubhouse at 203-713-8055 to talk to a staff member, or email jilldewerd@boysandgirlsclubofmilford.com.



All traffic that enters the lot must pass through the Drop-off Lane. Cones and staff will help to guide people where to go. Your first stop will be the screening station. As each family pulls into the driveway they will stop at the check in station. We will have two separate staff on either side of the car. The driver will roll down the window/s and our BGCM staff whom will be in PPE will do a temperature check and screen members. We will deny entry to any person who does not meet any of the following criteria:

- A temperature of less than 100 degrees Fahrenheit
- Show no Signs or Symptoms of a respiratory infection, such as cough, shortness of breath, or sore throat.
- In the previous 14 days has not had contact with someone with a confirmed diagnosis of COVID-19, or is under investigation for COVID-19, or is ill with a respiratory illness
- Drivers will complete a daily acknowledgment listed below stating their child has been symptoms free, has not been provided a fever reducer, and that all of the above conditions are true.

BGCM screen staff will maintain a written log of temperatures taken.

To keep all children safe, children should not get out of their cars until they reach the designated drop-off area. They should exit their cars on the left hand side so they step immediately onto the sidewalk. It is also imperative that all drivers in the Drop-off lane remain in their vehicles. Our staff will open the door if necessary to assist your child in exiting the car

To err on the side of safety, even if your child has already left your car, please do not attempt to go around any cars that might be in front of you. This assists in protecting children who may inadvertently exit their car on the right hand side. Everyone needs to be patient and follow these steps. Drivers should leave through the exit area of the parking lot which will be marked.

BGCM will prohibit any person except from the following from accessing the building. Scheduled BGCM staff, Members, persons with legal authority to enter, including law enforcement officers, Department of Children and Family, and professionals providing services to children.

Any person member, staff, approved visitor that is to enter the Boys & Girls Club of Milford, will be screened prior to entry. Screening will take place in the Boys & Girls

Club parking lot. As each family pulls into the driveway they will stop at the check in station. We will have two separate staff on either side of the car. The driver will roll down the window/s and our BGCM staff whom will be in full PPE (Masks, Shields, and Gloves) will do a temperature check and screen members. We will deny entry to any person who does not meet any of the following criteria:

- A temperature of less than 100 degrees Fahrenheit
- Show no Signs or Symptoms of a respiratory infection, such as cough, shortness of breath, or sore throat.
- In the previous 14 days has not had contact with someone with a confirmed diagnosis of COVID-19, or is under investigation for COVID-19, or is ill with a respiratory illness
- Drivers will complete a daily acknowledgment listed below stating their child has been symptoms free, has not been provided a fever reducer, and that all of the above conditions are true.

BGCM screen staff will maintain a written log of temperatures taken.

BGCM will prohibit any person except from the following from accessing the building. Scheduled BGCM staff, Members, persons with legal authority to enter, including law enforcement officers, Department of Children and Family, and professionals providing services to children.

A second temperature screening will be done mid-day. Following the same safety protocols. These screenings will be done in the groups program room, and records will be kept.

- Parents pull into driveway up to wellness screening tents
- Members are screened with temperature checks and drivers are asked verbal wellness questions
- All data is recorded
- Once screened and approved driver parks and walks member to the front door checking the member in at the front desk window.
- In order to mitigate exposure as much as possible Parents and guardians are not permitted inside the building

MEMBER PICK UP AT SIMON LAKE

- Parents must call the Clubhouse 5-10 minutes before arriving at the Clubhouse in order to pick up their child. Once parents arrive, they must call the Clubhouse to confirm their arrival, members will be escorted to the bus loop located in the

front of the building when parents arrive and will be released. Parents please do not get out of the car we will bring the child to you.

To err on the side of safety, even if your child has already entered your car, please do not attempt to go around any cars that might be in front of you. This assists in protecting children who may inadvertently enter their car on the right hand side.

Everyone needs to be patient and follow these steps. Drivers should leave through the exit area of the parking lot which will be marked.

*BGCM will prohibit any person except from the following from accessing the building. Scheduled BGCM staff, Members, persons with legal authority to enter, including law enforcement officers, Department of Children and Family, and professionals providing services to children.

MEMBER PICK UP AT SATELLITE SITES

Parents please refer to the information email you are going to receive this weekend for pick up instructions specific to your building.

Each school will have a specific door for pick up. There will be a blue and white doorbell marked BGCM Doorbell. Our supervisor will greet you at the door, then will walkie talkie for your child. It is very important that whoever is picking up your child is on the updated pickup list and has a photo id.

*Please note it is important to communicate any changes to your pick-up list as early as possible. Preferable 24 hours notice. All changes must be in writing and must receive approval to be effective.

*According to COVID-19 regulations parents and guardians are NOT able to enter any of the buildings.

PROGRAMMING & ACTIVITIES

- As always, BGCM will provide both staff facilitated as well as self-guided programming.
- As staff plan activities they will take into account social distancing and limiting physical contact
- All staff have received training on maintaining social distancing and health and wellness standards as it relates to the COVID-19 pandemic
- Members will be divided into groups of 16 (or whatever is the latest guidance from the state).
- On Full days at the Clubhouse, groups will transition from an academic period to the fun filled day at the Boys & Girls Club afterschool program including sports

and recreation programs, character and leadership program, the arts, and health & life skills.

- Members will bring their own lunch and snacks for the full day.
- Members will bring their own snack for days in which they attend the program in the school

MASKS

All adults that enter the Boys & Girls Club program this includes staff or approved visitors must always wear a mask or cloth face covering at all times.

Members attending the BGCM program in Milford Public Schools are required to wear masks while inside and when they cannot properly social distance. Our goal is to be outside as much as possible to alleviate the need for masks. However, we recognize the immense protection these masks provide and want to ensure the health and safety of everyone in our program and community. This rule will be strictly enforced.

SOCIAL DISTANCING

We understand the challenges of maintaining a physical distance of 6ft from each other in an afterschool program setting. To mitigate exposure while providing a fun experience for our members our goal is to implement social distancing strategies that will reduce the number of people your child comes into contact during the day. Our Social Distancing Strategy Goals are as follows:

- We will operate with a staff/youth ratio of 1:16
- No program area will exceed 17 people including staff and members
- Groups will remain the same each day with the same staff and each group will have their own separate space
- No groups will be combined in program areas or common areas
- Any area that serves multiple groups of children will be thoroughly disinfected between groups
- Staff will observe social distancing maintaining 6ft of distance from youth when applicable
- Members will not share supplies outside of their group
- We will try to offer outside programming as much as possible as long as weather permits

Hand/Respiratory Hygiene/Enhanced Cleaning and Disinfection Policy and Procedure

The Boys and Girls Club of Milford will provide either a handwashing station or alcohol based hand sanitizer in every area of the Boys & Girls Club. The Club will require all members and staff to follow CDC recommendations for reducing transmission, maintaining healthy business operations, and a healthy work environment including but not limited to:

- Wash Hands:
 - Upon entry into building
 - After using the restroom
 - Before/After eating
 - After Outdoor Play
 - Before/After any health assessment or screening of any staff or member
- Not be within six feet of or make any contact with another person
- Not touch their face
- Cough & sneeze into a tissue or inside of elbow
- Stay home if they are sick or know they will not pass wellness screening

In addition, BGCM is requiring all Members and Staff to wash their hands:

- Prior to entering the building.
- Once they enter their specific program area and when changing program areas
- Before/After eating
- After using the restroom
- After sneezing, coughing or blowing their nose
- After coming into contact with a member (STAFF)
- After cleaning and sanitizing (STAFF)

Handwashing will become part of our everyday routine with our members. This will include fun ways to encourage kids to want to wash their hands.

Only items that can be sanitized/cleaned daily are authorized to be used as part of program (wood, plastic, metal, etc.). Items that cannot be washed or sanitized daily at the facility will be prohibited (stuffed animals, plush toys, etc.).

If members rotate from one space to another, the room & equipment will be sanitized prior to having another group.

Each day all members will receive a Club Safety Briefing to remind them of the importance of social distancing and maintaining good hygiene practices. All BGCM staff will receive additional training around social distancing policies and how to ensure our members are having fun while staying safe.

GROUP SIZE

We understand the challenges of maintaining a physical distance of 6ft from each other in a afterschool program setting. To mitigate exposure while providing a fun experience for our members our goal is to implement social distancing strategies that will reduce the number of people your child comes into contact with during the day. Our Social Distancing Strategy Goals are as follows:

- No program area will exceed 18 people including staff and members or 1 group at a time
- Groups will remain the same each day with the same staff and each group will have their own separate space
- No groups will be combined in program areas or common areas
- Any area that serves multiple groups of children will be thoroughly disinfected between groups
- Staff will observe social distancing maintaining 6ft of distance from youth when applicable
- Members will not share supplies outside of their group

PERSONAL ITEMS

- Members and staff are not allowed to bring any personal items into the facility. Other than their lunch, snacks, and school supplies.
- If there is a specific or medical reason a member will need to bring in personal belongings, this must be disclosed and pre-approved by the Executive Director or Director of Operations
- Materials and supplies for programming will be provided by the Club

WATER

- **Reusable water bottles are permitted. Please make sure to send your child with a reusable water bottle as drinking fountains will not be used.**

MEALS/SNACKS

- Prior/After to any meal/snack the area will be sanitized
- Prior/After any meal/snack members will be asked to wash their hands
- After any meal/snack members will dispose of their own garbage. The staff will ensure the garbage is changed following any meal/snack
- Each member will be given a separate bin for their lunch and snacks. Ice packs **MUST** be included inside of each members lunch box- Refrigerators will **NOT** be used.

FACILITY USAGE

- Drinking fountains will not be used and covered to prevent usage

- Groups will have scheduled time to use the restrooms. If members have to use the restroom at other points during the day they will use the single person restroom. Restrooms will be disinfected after each use.
- Any area that is used by multiple groups (Gym) will be fully sanitized in between each group

FIRST AID

In the event of an illness or injury that requires the immediate attention of a health-care professional and/or staff will:

- Contact emergency medical services.
- Give the child first-aid treatment or CPR when needed.
- Contact the child's parent.
- Ensure supervision of other children in the group.

In the event a child becomes ill while in our care, staff will:

- Contact the parent to pick up the child;
- Care for the child apart from other children;
- Give appropriate attention and supervision until the parent picks the child up;
- Give extra attention to hand washing and sanitation

In the event of an injury that requires minor first aid attention, staff will:

- Staff will notify lead staff of incident
- Ensure supervision of other children in the group.
- Lead staff will follow first aid protocol of using gloves and performing first aid in designated location

LATE POLICY

The parent of Boys and Girls Club of Milford members are under an obligation to pick up their children by the close of the Club day as defined by registration. If a member is not picked up the time they were supposed to be by the close of the club day, a late fee will be imposed based on the chart below. A member will not be allowed to return to the club until the late fee is paid. First Time- None, 2nd- \$5, 3rd- \$10, 4th or more- \$20

PARENT WAITING AREA

At this time, due to current regulations, parents & guardians will not be able to enter the building. Parents can communicate with Directors and staff through email and telephone.

REMINDERS, UPDATES & COMMUNICATION

Mass communications about our Clubhouse hours will be sent to parents through our e-mail newsletter. Please make sure to provide your email address to be added to our email blast list as well as follow our social media platforms for most up to date information and daily and weekly updates.

PROGRAM RULES

Members of BGCM,

- Members must not leave the Club without permission
- Fighting, swearing, smoking and gambling are prohibited
- Respect is a must... rudeness will not be tolerated
- Running, roughness, and horseplay are not permitted
- Members must take good care of Club equipment. If they break it while using it improperly, you pay for it.
- Sitting on tables is prohibited
- Members must respect the rights of others
- Member must stay with their group
- Follow social distancing rules

DISCIPLINE POLICY

- Verbal warning
- Time-out
- Two time-outs in the same day = 1 day suspension
- Club suspension/parent meeting
- 3 Suspensions = Expulsion

Causes for Immediate Suspension and/or Expulsion

- Physical Fighting (even with your brother or sister)
- Use or possession of alcohol, drugs, or any other illegal substance
- Possession of a weapon or any item which could cause bodily harm
- Defacing or destroying the Club's property
- Disrespect towards a staff member
- Children are responsible for broken items that are not accidents. Children will not be permitted to use the Club until payment is made.

If your child is suspended from the Club, it is expected that they will be picked up from the Club immediately. If your Child is not picked up within one hour of us contacting you an additional day of suspension will be added.

Behavior and Incident Management

All members and parents must adhere to BGCM Expectations and Guidelines. BGCM reserves the right to implement the discipline and behavior management process at any point in time, up to and including suspension, probation, and/or membership termination.

- **Parents will be notified of repeated intentional lack of adherence to social distancing.**
- **As always Parent(s) and/or guardian(s) of children involved in any incident are informed verbally and are asked to sign the incident form acknowledging that they have been made aware of the situation involving their member.**
- **Injuries, property damage, behavior management, and other incidents are all documented and reported to senior leadership at BGCM**

The Executive Director and Board of Directors has the right to expel any member at any time for severe disciplinary issue.

EMERGENCY INFORMATION

It is important that everyone cooperate fully with illness and emergency procedures; they are intended to protect the well-being of all members. Any change in EMERGENCY INFORMATION MUST be communicated to the Club immediately. This is the ONLY way this information can be updated in your child's file.

MEDICINE

If your child takes medication daily, please complete the parent section of the authorization of medication form and then have your physician fully complete the form. This includes inhalers and EpiPen's. Also, please make sure to fill out a Plan of Care form that you can find at the front desk.

ILLNESS & EMERGENCY SITUATIONS

It is assumed that if your child is attending our program within the elementary school that you have followed all MPS policies and procedures in regards to COVID-19. This includes screening your child with the daily self checklist before your child goes to school each day. Please refer to the Self Check List attached to this document.

Staff and members will be observed for cold/flu like symptoms throughout the day.

If a member develops an illness or signs of an illness during the day the group leader will immediately notify the supervisor in charge of the building. The member will be removed from the group and brought to an isolated supervised area, keeping a safe distance away from other members and staff while waiting for their parent/guardian to pick them up. **IT IS EXPECTED THAT YOU WILL PICK YOUR CHILD UP WITHIN 30 MINUTES OF BEING NOTIFIED.**

Staff members will be required to end their shift if a temperature above 100 degrees develops, or they begin to display cold/flu like symptoms.

The program area/s in which that member/staff used will immediately be closed for deep cleaning and disinfecting.

Per the same requirements as MPS your child will be able to return to our program at a time period determined by the symptoms he/she was sent home with, COVID-19 testing results(if you child was tested), as well as if they have been identified as a “close contact” to anyone diagnosed with COVID-19. Please refer to the full return to school guidelines attached to this document.

Children can only attend BGCM programming if they attended school that day.

REPORTING COVID-19 CASES

If a member or staff of the BGCM program has a confirmed positive COVID-19 test or if anyone in their household tests positive for COVID-19 you must make sure that you notify the Boys & Girls Club of Milford.

Immediate once receiving this information the following will happen:

- The Executive Director and Leadership team will notify the Milford Health Department.
- We will immediately shut down the area in which the infected individual has been and clean per the OEC regulations.
- We will send out a notification to all participants in the program. The notification will specify if it is a direct or indirect contact. BGCM will ask all program participants with direct contact to the infected individual to self-quarantine away from the Boys & Girls Club for 14 days of encountering this individual.
- In addition we will follow any protocols or guidance from the Milford Health Department specific to the situation
- Contact tracing will be initiated per the Milford Health Department. Identifying close contact with a positive COVID-19 case may result in quarantining for 14 days.

HYGIENE

Proper hygiene is required for all Club members. Children should be clean, have clean clothes and proper hair treatment. In the case of lice, all nits must be removed and the child must have a doctor’s written permission to return to the Club. Pink eye, coughing, and other medical problems must be treated before a child attends the Club. Parents must pick children up immediately, if a hygiene problem exists. All children must be toilet trained to attend the Club (policy available upon request). Also, if your child is of appropriate age please consider the use of anti-perspirant due to the heat.

CELL PHONE AND TABLET USE BY CLUB MEMBERS

If a club member, parent, or other guest is in the Simon Lake Unit, he or she may only use his or her cell phone, tablet, or other mobile device in a designated area determined by the Executive Director, Director of Operations, or their designees unless special permission is granted by the Executive Director, Director of Operations, or their designees.

If a club member, parent, or other guest is in any unit of the Boys and Girls Club of Milford, he or she may not record video or take pictures of a person or event without their consent., post recorded video or pictures of a person or event on the internet or other electronic medium without their consent or record people or events at the club and stream them live via the internet or other electronic medium without their consent.

TOILET TRAINING

The Boys & Girls Club of Milford does not accept children into membership who are not toilet trained. It is the same policy that governs acceptance into the public schools, which is designed not only to prevent “accidents and distractions” during the course of the school day, but to ensure the well-being, health, and self-esteem of the child. However, from time to time, accidents may happen. In the event of an accident, you can expect these procedures to be followed:

- Club staff will clean your child as well as possible and will provide clean clothes for the child to wear while waiting for their parent to arrive.
- Parents will be notified immediately through the contact numbers provided on the child’s registration. Children will be kept in the Director’s office until the parent arrives.
- Parents are expected to respond as quickly as possible and to bring clean, dry clothing for their child. If we provided clothing, parents are to launder it and return it the next day.
- Huggies®, Pampers®, or any other type of diaper or “pull up” are not acceptable
- undergarments and will be taken as a sign that a child is not toilet trained.
- Any child who has more than two toilet accidents during afterschool program will be considered not toilet trained and will not be allowed to participate in Club activities for the remainder of the afterschool program

FIRE PROCEDURE

In the event of a fire, evacuation from the building will be through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the fire exit. The group will walk safely away from the building, and line up for attendance. The staff will immediately take attendance. Should it not be possible to return to the building, parents will be notified via cell phone to pick up their children.

CHILD ABUSE & NEGLECT POLICIES

All of our staff have a responsibility to prevent child abuse and neglect of any children involved in our Club. All staff will be trained as Mandated Reporter.

PARENTS HIRING EMPLOYEES

Employees of the Boys and Girls Club may work or volunteer for the parents of club members in a personal capacity. When working with a club member outside of structured club activities, the employee is doing so in a personal capacity and is not working on behalf of the club.

The Boys and Girls Club of Milford is not liable for the actions of any of its employees acting in a personal capacity. Boys & Girls Clubs employees are only responsible for club members during structured club activities. When interacting with club members outside of structured club activities, including but not limited to when the employee is hired by a club member's parent to perform a service, the employee is acting as an individual in his or her personal capacity and is not acting on behalf of the club.

The Boys and Girls Club of Milford is not liable for the actions of any of its employees acting in a personal capacity. Boys & Girls Clubs employees are only responsible for club members during structured club activities. When interacting with club members outside of structured club activities, including but not limited to when the employee is hired by a club member's parent to perform a service, the employee is acting as an individual in his or her personal capacity and is not acting on behalf of the club. This means that the employee cannot make any claim against the Boys and Girls Club of Milford, including but not limited to worker's compensation claims, arising out of working in his or her personal capacity for a club parent or other person.

MEMBER & PARENT EXPECTATIONS

The Boys & Girls Clubs of Milford strives to maintain a Club environment that is built on respect for all. As such, there is a zero tolerance policy for behaviors or actions that jeopardize the health, safety, and well-being of any individual(s) being served or employed by the organization; this includes but is not limited to other parents, members, staff, volunteers, and partners of the organization.

BGCM does reserve the right to terminate any membership based on the behavior of member and or parent/guardian.

Parents/guardians are asked to support the Club in providing a safe space for our members and staff by informing the Club of any changes to their child's health or community exposure. If a child exhibits any symptoms of fever, runny nose, coughing, or shortness of breath, parents are asked to keep them home until their symptoms have

subsidized for 120 hours without the assistance of medication. Parents are expected to answer a verbal health questionnaire daily upon drop-off and authorize the Club or its representatives to administer a daily temperature check on their child prior to admission into the program.

Members participating in the program are expected to follow Club policies surrounding behavior, hygiene, health practices, social distancing, and any recommendations outlined by the CDC. Members must be able to participate in program at their designated workspace and follow instructions of staff to ensure their safety.

Members, parents, guardians that show disregard for Club policies or exhibit intentional disruptive behavior may be asked to leave the program.

HEALTH & SAEFTY PROCEDURES

It is important that every parent cooperate fully with the Health and Emergency Procedures of the organization. Our regulations are designed to protect the well being of all members. Boys & Girls Clubs of Milford's number one priority is to safely serve all children and youth in our care.

Due to the current situation and the COVID-19 Pandemic, the organization may be required to modify its regular procedures by adding more rigor, regulations, and/or restrictions to ensure its ability to safely operate its facilities and programs. Processes may require at minimum additional screening, parental acknowledgement of health and wellness, provision of documentation, and/or verification of compliance with organizational standards prior to admission to program or services, and/or modified operating hours. Any process implementation may require an escalation in its administration and/or frequency of administration. All process implementation is done in accordance with organizational policy, and an adherence to local, state, and federal laws and ordinances, including but not limited to anti-discrimination, ADA compliance, Child Abuse and Neglect, and HIPAA.

CHROMEBOOK POLICY

The Boys & Girls Club of Milford is providing internet access to all Club Members while at the Club for their chrome books in during Full Day Virtual Learning. Members are required to bring their chrome books, school supplies and necessary materials to the Club on Full Virtual Distance Learning Day however, the Boys & Girls Club of Milford is not responsible for damage, lost or stolen personal items including Chromebooks.

INCLEMENT WEATHER POLICY

In the event that BGC of Milford has a delayed opening or full closure, informational messages the Boys & Girls Club will be communicating their status by going to News 12, News 8 WTNH, and Chanel 4 News-NBC 30 as well as Milford BGC Facebook page and via email. **In addition, when Milford Public schools are closed or have early release due to inclement weather The Boys and Girls Club will be closed.**