



BOYS & GIRLS CLUB
OF ST. HELENA AND
CALISTOGA

**Parent Handbook &
Standard Operating Procedures**

(Updated June 2023)

Contents

Child Abuse Prevention Policy.....	2
Prohibition of Private One-on-One Interaction Policy	6
Mandated Reporter Policy	9
Bullying Prevention Policy	13
Incident Management Policy.....	15
Eligibility & Enrollment Process	17
Early Release Policy and Enrollment Agreements.....	17
Drug- and Alcohol-Free Workplace Policy.....	20
Supervision and Facilities Policy	1
Screening and Onboarding Policy	4
Inclusion and Special Needs Policy.....	5
Restroom Policy	7
Technology Acceptable Use Policy	9
Transportation Policy.....	13
Youth Workers Policy.....	15
Actions and Implementation.....	15
Background Checks on Minors	15
Training for Supervisors and Coordinators.....	15
Training and Onboarding for Youth Workers.....	16
Adult-to-Youth Interactions	17
Visitor Policy.....	18
Prescription Medication Policy.....	19

Child Abuse Prevention Policy

The priority of Boys & Girls Clubs of St. Helena and Calistoga is the physical and emotional safety of its members, staff, and volunteers. BGCSHC maintains a zero-tolerance policy for child abuse.

BGCSHC implements policies and procedures for members, employees, volunteers, visitors or any victims of sexual abuse or misconduct to report any suspicion or allegation of abuse.

DEFINITIONS

One-on-Contact Prohibition: Boys & Girls Clubs of St. Helena and Calistoga prohibits isolated one-on-one interaction between Club participants and staff or volunteers, including board members. This includes prohibiting one-on-one contact at any time at the Club, in vehicles or by phone, text, social media or any other means.

Exceptions may only be made when delivering approved medical or counseling services by a licensed, trained therapist or similar professional according to professional guidelines. All staff and volunteers, including minor staff (under age 18), are strictly prohibited from meeting Club participants outside of any Club-sponsored activities. The only exception to this rule is if the Club participant is a child or sibling of a staff member or volunteer.

Child abuse is when an adult or another child, whether through action or by failing to act, causes serious emotional or physical harm to a child. Sexual abuse or misconduct may include but is not limited to:

- Any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old).
- Sexual activity with another who is legally incompetent.
- Physical assault or sexual violence, such as rape, statutory rape, abuse, molestation, or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.
- Inappropriate activities, advances, comments, bullying, gestures, electronic communications, or messages (e.g., by email, text, or social media).

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation, or trafficking. Grooming behaviors may include but are not limited to:

- Targeting specific youth for special attention, activities, or gifts.
- Isolating youth from family members and friends physically or emotionally. This can include one-on-one interactions such as sleepovers, camping trips and day activities.
- Gradually crossing physical boundaries, full-frontal hugs that last too long, lap sitting or other "accidental" touches.

MANDATED REPORTING

Every staff member or volunteer of the Boys & Girls Clubs of St. Helena and Calistoga who becomes aware of or has suspicion of child abuse or neglect must immediately report to Club leadership. Club leadership is responsible for reporting the incident immediately to the appropriate authorities according to statewide mandated reporting laws, as well as to Boys & Girls Clubs of America (BGCA) within 24 hours via the critical incident system.

REQUIRED TRAINING

Boys & Girls Clubs of St. Helena and Calistoga conducts and reports through a BGCA-approved process the following training for all staff members and volunteers with direct repetitive contact with young people (at the intervals noted for each).

Before providing services to young people, and annually thereafter:

1. BGCA-approved child abuse prevention
2. BGCA-approved mandated reporting
3. BGCA-approved grooming prevention

Annually:

- All the policies, including all safety policies, for the Boys & Girls Clubs of St. Helena and Calistoga.

PHYSICAL INTERACTIONS

Every staff member and volunteer the Boys & Girls Clubs of St. Helena and Calistoga is required to maintain appropriate physical contact with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate	Inappropriate
Side hugs Handshakes High-fives and hand slapping Holding hands (with young children in escorting situations)	Full-frontal hugs or kisses Showing affection in isolated area Lap sitting Wrestling or piggyback/shoulder rides Tickling Allowing youth to cling to an adult's leg

VERBAL INTERACTIONS

Every staff member and volunteer of the Boys & Girls Clubs of St. Helena and Calistoga is required to maintain appropriate verbal interactions with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate	Inappropriate
Positive reinforcement Child-appropriate jokes (no adult content) Encouragement Praise	Name calling Inappropriate jokes (adult-only content) Discussing sexual encounters or personal issues Secrets Profanity or derogatory remarks Harsh language that may frighten, threaten, or humiliate youth

ABUSE AND SAFETY RESOURCES

The Boys & Girls Clubs of St. Helena and Calistoga prominently displays BGCA-approved collateral that shares ethics hotline, crisis text line and safety helpline information with members, staff, volunteers, and families. We also share all safety policies with parents and guardians upon receiving a youth membership application.

NATIONAL CHILD ABUSE HOTLINE 800-422-4453 • Provides free 24/7 access for adults and youth to professional child abuse crisis counselors who offer crisis intervention and confidential referrals.

CHILD SAFETY HELPLINE 866-607-7233 • Praesidium provides employees, volunteers, parents, and youth with anonymous helpline for reporting of suspicious or inappropriate behaviors regarding children.

ETHICS POINT HOTLINE 866-295-3701 • Provides employees, volunteers, and parents anonymous reporting of any unethical or illegal workplace activities.

CRISIS TEXT LINE TEXT CLUB TO 741741 • Provides free 24/7 access for adults and youth to confidential support with professional crisis counselors.

REPORT TO CHILD PROTECTIVE SERVICES # 707-253-4262 • Provides 24/7 access for adults and youth local anonymous reporting of child abuse and/or neglect.

Prohibition of Private One-on-One Interaction Policy

The Boys & Girls Clubs of St. Helena and Calistoga 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 Club members and staff and volunteers (including board members). All staff and volunteers must abide by the following:

- Ensure all meetings and communications between members and staff or volunteers are never private (see definition below).
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff member whenever an emergency arises that necessitates an exception to this policy.
- Never initiate private or isolated one-on-one contact with a member.
- Never have a private or isolated meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat and social media between only a staff member or volunteer and a single member.
- Never transport one Club member at a time. This includes transportation in Club or leased vehicles.

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

If an emergency arises that necessitates an exception to this policy, the emergency exception shall be communicated to Club leadership as soon as practicable, and ideally before engaging in one-on-one interaction.

ONE-ON-ONE INTERACTION POLICY GUIDANCE

The following guidance should be used when implementing related policies and procedures.

Definition of one-on-one interaction

One-on-one interaction is defined as any private contact or communication (including electronic communication) between any Club participant and an adult, including adult staff, minor staff, volunteers, board members and others who might encounter members during regular programming and activities.

- **Private** contact/communication is any communication, in person or virtual, that is between one youth member and one adult (18 or over) that takes place in a secluded area, is not in plain sight and/or is done without the knowledge of others. Private places can include but are not limited to vehicles, rooms without visibility to others, private homes, and hotel rooms. Examples of private contact include but are not limited to:
 - o Meeting behind closed doors (in rooms without windows or visible sightlines) or any spaces that are not visible to others.
 - o One staff member transporting one member in a vehicle.
 - o Electronic communications (text, video, social media, etc.) between one member and one staff member or volunteer.
- **Public contact/communication** is any communication or meeting, in person or virtual, that is between at least three individuals, including two staff and one member, one staff and two members or variations of these combinations. Examples of public contact include but are not limited to:
 - o Meeting in plain sight of others (e.g., in a quiet corner of an active games room).
 - o Transporting members via public transportation (bus, taxis, train, air, etc.) or transporting multiple members.
 - o Electronic communications (text, video, social media, etc.) between multiple members and adults (e.g., group chats).

- o Public places can include but are not limited to buses, airports, shopping malls, restaurants, and schools.

Impact on mentoring programs

Mentorship is a key component of Boys & Girls Club programming and has tremendous positive impact on members. Prohibition of one-on-one interaction does not have to negatively affect mentor programs and/or relationship building. Mentors can adjust their practices to include:

- Holding mentor and coaching sessions in areas where other staff and/or members are present or can see you - for example, in large rooms where meetings are visible but not heard.
- Copying parents, staff, or other members (when appropriate) on written and/or electronic communications.
- Scheduling meetings during Club hours and at the Club site.
- Documenting interactions between mentors and youth.

Impact on partnerships with local mentoring organizations

- All local mentors are required to abide by Club policies, including background check requirements and prohibition of one-on-one interaction.
- External mentors are required to abide by all Club safety policies and procedures.
- A written agreement should be in place to determine how and when the external organization assumes custody and responsibility of the member; these procedures should be clearly communicated to parents or guardians.
- Every interaction between mentor and youth will be documented and maintained

Impact on travelling to off-site events and activities

- When travelling to external events such as Keystone, Youth of the Year or other off-site events, the one-on-one policy shall continue to be followed.
- Should the Club take responsibility for transporting members to and/or from an event, one staff member should not transport one single child at any time in a vehicle. Accommodations shall be made to ensure at least three people (two staff and one member or one staff and two members) are together when traveling. As an alternative, public transportation may be used (e.g., taxi, Uber, public transport).
- If this arrangement presents staffing or budget challenges, consider the following:
 - o Inviting parents or guardians to attend and/or chaperone their child.
 - o Including additional youth (e.g., Junior Youth of the Year) and/or staff in travel plans.
 - o Coordinating with other Clubhouses or nearby organizations to travel together.
 - o Travelling with additional staff or members.
- Parents and guardians should also provide written consent in each instance in which a member travels to any off-site event. NOTE: Parents or guardians are never allowed to provide consent for one-on-one interaction.
- Similar practices should be in place when coordinating field trips.

Impact on transportation to and from the Club

- When transporting members to and/or from a Club-sponsored event or activity, single members should not be transported alone with one staff person.
- Consider the following to accommodate single children:
 - o Modify bus or van routes so single children are not picked up first or dropped off last.
 - o Use a bus aide if available.
 - o Pick up and drop off children in groups.
 - o Modify staff schedules to ensure multiple staff are present.

Exceptions to policy

Exceptions to the one-on-one policy can be made under the following circumstances:

- When delivering medical or counseling services by a licensed, trained therapist or similar professional (e.g., counselors, social workers).
- When the emotional or physical safety of a member is at risk and a private, one-on-one communication is deemed necessary by Club leadership.
- In emergency situations that could create a safety risk, exceptions can be made (e.g., if a member is not picked up by a parent and leaving them alone at the Club could be a safety risk).

Should exceptions need to be made, the Club shall have policies in place to monitor interactions, including but not limited to:

- Disclosing the meeting to Club leadership and regularly checking in with the member and adult during conversations.
- Placing time limits on conversations.
- Meeting in rooms with clear sight lines (e.g., rooms with windows or glass doors).
- Documenting the interaction.
- In an emergency, disclosing the situation to another staff member before engaging in one-on-one interaction.

Mandated Reporter Policy

The Boys & Girls Clubs of St. Helena and Calistoga is committed to ensuring the safety of our members. California Penal Code Section(s) 11164 to 11174.4 are labeled "The Child Abuse and Neglect Reporting Act". California Penal Code Section 11165.7 identifies positions/functions within organizations that are mandated reporters. All mandated reporters must adhere to California Penal Code Section(s) 11164 to 11174.4 with regards to reporting suspected child abuse. Violation of this policy could result in disciplinary action up to and including termination.

In California, mandated reporters are adults who, in the ordinary course of their work and because they have regular contact with children, are legally required to report when they have knowledge of, observe, or reasonably suspect that a child has been the victim of abuse or neglect. *Intentionally failing to report is a crime, with both civil and criminal repercussions.* The purpose of this policy is to identify BGCSHC positions identified in the Penal Code as Mandated Reporters, create training requirements for each mandated reporter, and identify the procedures for employees to follow when reporting cases of suspected Child Abuse.

Positions Identified as Mandated Reporters

California Penal Code Section 11165.7 identifies positions/functions within organizations that are mandated reporters. All positions at BGCSHC fall under category (7), which defines mandated reporters as: "An administrator or employee of a public or private youth center, youth recreation program, or youth organization."

Training Requirements

On or before an employee's first day of employment, the employee must complete the Child Abuse Mandated Reporter Training: California. The employee will provide to Human Resources a copy of the certificate of completion upon completion.

The BGCSHC staff will be trained annually regarding Mandated Reporting by Program

Directors or members of the Napa County Family, Youth and Children's Services Division will lead a bi-annual training. Proof of this training will be maintained in each employee's personnel file and training log. Trainings shall take place at the time of hire and annually during Winter Break. Additional training will take place as refreshers for staff and lead by Administrative staff of BGCSHC using the materials provided by Napa County CPS.

Procedures for Reporting Suspected Abuse

1. Contact supervisor to make preliminary report and ask for next steps.
Call the Child Protection Hotline 24/7 to make the verbal report **707-253-4261** or **800-464-4216**
2. Complete the California Suspected Child Abuse (SCAR) report and submit the SCAR Report to CPS within 36 hours of making the call.
3. Email the completed SCAR report to CWS.MandatedRpts@countyofnapa.org or fax the printed form to **707-259-8310**
 - a. Complete the Clubs Accident / Incident Report
 - b. Keep the original copy of written reports for yourself.
 - i. The original copies must be kept in a sealed envelope and kept confidential in a locked file cabinet.
 - ii. If you choose not to keep a copy for yourself, know that if needed you may have access to the copy by requesting it from the Director of Operations.
 - c. SCAR Reports should be turned in immediately to the Director of Operations to be filed.
 - d. The SCAR form is available at each site, online at
https://oag.ca.gov/sites/all/files/agweb/pdfs/child_abuse/ss_8572.pdf

Violation of this procedure will result in disciplinary action, up to and including termination.

Procedures for Safety Reporting

For Program Staff - Inform your Site Director

- a. If the Site Director is not there, report to the following in this order
 1. Lead Unit Director
 2. Director of Operations
 3. Executive Director
- b. Site Directors should notify the Director of Operations, Unit Director (Direct Supervisor), Director of Program Services, or another member of Executive Leadership

If medical, fire, or police is needed call 911

- a. * Notify Leadership right away

Complete a Club Accident/Incident Report

- a. The accident/incident report form is available at each site.
- b. Once the form has been completed the director calls the parents of all members involved.
- c. Turn form into your direct supervisor.
- d. Directors are to turn in reports same day, giving the original form to the Director of Operations to be filed.

If SCAR Report is needed-

4. Contact supervisor to make preliminary report and ask for next steps.
5. Call the Child Protection Hotline 24/7 to make the verbal report 707-253-4261 or 800-464-4216
6. Complete the California Suspected Child Abuse (SCAR) report and submit the SCAR Report to CPS within 36 hours of making the call.
7. Email the completed SCAR report to CWS.MandatedRpts@countyofnapa.org or fax the printed form to 707-259-8310
 - a. Complete the Clubs Accident / Incident Report
 - b. Keep the original copy of written reports for yourself.
 - i. The original copies must be kept in a sealed envelope and kept confidential in a locked file cabinet.
 - ii. If you choose not to keep a copy for yourself, know that if needed you may have access to the copy by requesting it from the Director of Operations.
 - c. SCAR Reports should be turned in immediately to the Director of Operations to be filed.
 - d. The SCAR form is available at each site, online at https://oag.ca.gov/sites/all/files/agweb/pdfs/child_abuse/ss_8572.pdf

Violation of this procedure will result in disciplinary action, up to and including termination.

Bullying Prevention Policy

The Boys & Girls Clubs of St. Helena and Calistoga (BGCSHC) believes that all members have a right to a safe and healthy environment and has an obligation to promote mutual respect, tolerance, and acceptance. Staff, volunteers, and members of BGCSHC will not tolerate behavior that infringes on the safety of any other person. Staff, volunteers, and members shall not intimidate, harass, or bully any other person through words or actions.

Bullying is exposing a person to abusive actions repeatedly over time. Being aware of teasing, and acknowledging injured feelings is always important. Bullying becomes a concern when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional and (usually) repeated.

Bullying is a form of *violence*. It involves a real or perceived imbalance of power, with the more powerful person or group attacking those who are less powerful. Bullying may be:

- *Physical* (hitting, kicking, spitting, pushing)
- *Verbal* (taunting, malicious teasing, name calling, threatening)
- *Emotional* (spreading rumors, manipulating social relationships, extorting, or intimidating)
- Bullying can occur face-to-face or in the online world

Bullying is also one or more acts by an individual or group directed against another person that constitutes:

- Sexual harassment,
 - Hate violence, or severe or pervasive intentional harassment
 - Threats, or intimidation that is disruptive
 - Causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment
-
- Includes acts that are committed personally or by means of an electronic act, as defined below-

An "electronic act" is defined as transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including but not limited to; telephone, cell phone or other wireless communication device, computer, tablet or pager.

Bullying actions may be direct or indirect.

Direct bullying or identifiable bullying actions may include:

- Hitting
- Tripping
- Shoving
- Pinching
- Excessive tickling

- Verbal threats
- Name calling
- Racial slurs
- General Insults
- Demanding money, property or some service to be performed
- Stabbing, choking, burning, and shooting

Indirect bullying may be more difficult to detect and may include:

- Rejecting, excluding, or isolating target(s)
- Humiliating target(s) in and front of friends
- Manipulating friend's relationships
- Sending hurtful or threatening e-mail or writing notes
- Blackmailing, terrorizing, or posing dangerous dares
- Developing or utilizing a Web site devoted to taunting, ranking, or degrading a target and inviting others to join in posting humiliating notes or messages.

Reports of bullying should be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the Club's ability to investigate and address the prohibited conduct.

Any Club staff, volunteer or member who believes that he/she has experienced bullying or believes that another person has experienced bullying shall immediately report the alleged acts to the Club Director or Area Director. A report may be made orally or in writing.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, members and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the Parent Agreement information packet, or as part of new student orientation. Additionally, all Safety Policies are posted to the BGCSHC Website (bgcshc.org).
- BGCSHC will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying, or are informed of acts of bullying shall take immediate steps to intervene when safe to do so. Anyone witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect negatively on the target or witnesses in any way.
- All incidents will be recorded on the Incident/Accident Report form and signed by supervising staff and parent/guardian of the member(s) involved.
- If the incident is determined to be critical according to BGCA definitions, the procedure for notifying/reporting to BGCA will be followed.
- If a member shows a pattern of bullying behavior the Club Director and Director of Operations will determine further action which may include, but is not limited to, suspension or permanent dismissal from Club membership.

Incident Management Policy

Clear reporting policies and procedures are an important element in responding to incidents that might occur in Clubhouses. Staff and volunteers must at a minimum immediately report and document all safety incidents that might affect staff, volunteers, members, and others who visit Clubhouses.

GENERAL INCIDENT DESCRIPTION

Safety incidents can include but are not limited to:

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

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

INTERNAL INCIDENT REPORTING

Any employee or volunteer who becomes aware of an incident, as defined in this policy, shall immediately complete an incident report, and submit the incident to Club leadership.

The following information shall be included on an Incident Report:

- Date and location
- Incident details (if applicable)
- Witnesses and contact information
- Names of all involved (youth and staff if applicable)
- All notifications made (first responders, parents, leadership, etc.)

EXTERNAL INCIDENT REPORTING

Boys & Girls Clubs of St. Helena and Calistoga follows all applicable mandated reporting statutes and regulations and all applicable federal, state, and local laws (including those around licensing, for licensed organizations) for the protection and safety of youth. Types of incidents reported include but are not limited to:

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

INCIDENT INVESTIGATION

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

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

In the event that an incident involves an allegation against a staff member, volunteer or Club member, the Club shall suspend that individual immediately (employees with pay) and maintain the suspension throughout the course of the investigation.

BGCA CRITICAL INCIDENT REPORTING

Each Member Organization shall immediately report any allegation of abuse or potential criminal matter to law enforcement. In addition, each Member Organization shall report the following critical incidents to BGCA within 24 hours:

- a. Any instance or allegation of child abuse, including physical, emotional, or sexual abuse; sexual misconduct or exploitation (Club-related or not) against any child by a current employee or volunteer; or any Club-related instance by a former employee or volunteer.
- b. Any instance or allegation of child abuse, including physical, emotional, or sexual abuse; or sexual misconduct or exploitation by a youth towards another youth at a Club site or during a Club-sponsored activity.
- c. Any child who might have been abducted or reported missing from a Club site or Club-sponsored activity.
- d. Any major medical emergency involving a child, staff member or volunteer at a Club site or during a Club-sponsored activity leading to extended hospitalization, permanent injury, or death; or a mental health crisis with a child requiring outside care.
- e. Any instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct, harassment, or exploitation (Club-related or not) involving any staff member; or any Club-related instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct harassment or exploitation against a volunteer or visitor.
- f. Any failure to comply with requirements set forth by childcare licensing agencies or organizations.
- g. Any known or suspected felony-level criminal act committed at a Club site or during a Club-sponsored activity.
- h. Any misappropriation of organizational funds in the amount of \$10,000 or greater, or any amount of federal funds.
- i. Any criminal or civil legal action involving the organization, its employees, or volunteers, as well as any changes in the status of an open organization-related legal action.
- j. Negative media attention that could compromise the reputation of the Member Organization or the Boys & Girls Clubs of America brand.
- k. Any other incident deemed critical by the Member Organization.

Failure to report safety incidents to Boys & Girls Clubs of America could result in a funding hold or the organization being placed on provisional status.

Boys & Girls Clubs (local name) is committed to providing a safe use of technology and online safety for members, staff, and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

Eligibility & Enrollment Process

We serve children and youth in grades K-12 in annual membership. NOTE: A child must have reached his/her 5th birthday, AND completed the first day of kindergarten to be eligible for membership.

The process for enrollment is a first-come, first-serve basis. Special considerations will be made for sites partially funded by California Department of Education's After School Education and Safety (ASES) Program, the school is responsible for referring students to our program in the following order-

First priority for enrollment is given to students who are identified in the district's student information system and/or on BGCSHC's application as homeless youth or in foster care at the time of enrollment into the ASES program. Next priority is given to students who have not met state assessment standards in both language arts and math. Next priority is given to students that have met state assessment standards in either language arts and math. The school principal may decide to open enrollment to other students depending on individual cases with mitigating factors, subject to availability.

Traditionally, Boys & Girls Clubs are primarily community supported, and not fee supported. Thus, just 3.75% of our annual operating revenues come from fees. We strive to be affordable and accessible for all children and families. Our fees should never be a barrier to participation.

Membership fees are as follows-

\$75/annual membership fee for all school-aged Clubhouses and sites (St. Helena Clubhouse, Calistoga Clubhouse, Howell Mtn. Site, and St. Helena Primary School Site).

\$75 Summer Fee for all school-aged sites.

Our Calistoga and St. Helena Teen Centers have no annual fee attached.

BGCSHC will never turn a child away for financial reasons.

Early Release Policy and Enrollment Agreements

Due to State and Federal grant guidelines, members of the Boys & Girls Clubs of St. Helena and Calistoga are required to attend every school day from school release until 5:50pm in order to ensure that the program is utilized effectively and consistently. Students may leave the Club early under the following circumstances (please check all that apply):

- Member attends a parallel program. (i.e. Intervention, community sports leagues, or community group)
- Student receives district sponsored transportation and must leave at a designated time.
- Family schedule makes it difficult for child to leave or be picked up at 6:00pm.
- Student has other non-program obligations.
- Student has a medical appointment
- Weather conditions make it difficult for child to leave or be picked up at 6:00pm.

By signing the membership agreement, I hereby give my permission to my child to become a member of Boys & Girls Clubs of St. Helena and Calistoga.

- I understand that the Club is not responsible for the time or manner in which he/she may arrive at or leave the Club, and that the Boys & Girls Clubs of St. Helena and Calistoga and its property are not responsible for personal injury or loss of property.
- I hereby give my consent to have my child treated by a physician or surgeon in case of sudden illness or injury while participating in a Boys & Girls Clubs of St. Helena and Calistoga program.
- It is understood that the cost thereof will be at my expense. To protect the safety of staff and our members and reduce liability, Boys & Girls Clubs of St. Helena and Calistoga staff does not dispense or store medication of any kind for our members.
- I hereby give my permission for my child's grades, free/reduced lunch status and state test results to be released to Boys & Girls Clubs of St. Helena and Calistoga only in conjunction with programs related to education and case management (ASES Program). I understand that individual student test scores will NOT be shown or used outside of Boys & Girls Clubs of St. Helena and Calistoga.
- I hereby give my permission for my child to be photographed, videotaped and/or interviewed for use by Boys & Girls Clubs of St. Helena and Calistoga and Boys & Girls Clubs of America in promotional materials.
- By signing below I hereby give my permission for my son/daughter to participate in routinely scheduled activities that occur off-site at nearby facilities; i.e., park, swimming pool, library and other youth agencies. I understand that in these cases my child will be accompanied with a staff when walking or using public transportation. For certain special events or field trips, you will receive a separate permission slip.
- I understand that attendance is contingent upon members following Club expectations and exhibiting positive behavior. Club staff reserve the right to suspend or terminate attendance and/or membership at any time if those guidelines are not followed.\

The Boys & Girls Clubs of St. Helena and Calistoga is committed to providing a safe environment and enforces the following Sign In & Out Procedure for staff.

Check-In

Members must check in upon arrival to any Club Site by providing their Club membership number. If you have questions on where to check in per site, please contact your site Program Director.

- Members may not be present on Club grounds without being checked in and participating in Club activities. Therefore, members should NOT be dropped off prior to the facility's opening or on Club property after checking out, as Club cannot be held responsible for their supervision.

Check-Out

We ask that all members be picked up by a parent/guardian or authorized contacts, as stated in their registration information. Please update your authorized contacts in your account as needed. For additional assistance or help contact the Membership Coordinator.

- In the case that a custody or visitation situation arises the Club can ONLY ban pickup if provided with legal documentation that states the arrangement or agreement.
- We ask that members 12 and under be escorted by a parent, guardian or authorized adult or older sibling when departing the Club. Please communicate departure expectations for your child with your Program Director. Verbal permission can be given to allow Club members to depart Clubhouse or site.

PLEASE NOTE THE FOLLOWING

Boys & Girls Clubs of St. Helena and Calistoga's after-school program is NOT a daycare; therefore, we must abide by California's License-Exempt Child Care Standards.

We discourage families from letting their children leave Club premises before the end of the program day without an adult. However, it is the responsibility of the child AND parent/guardian to determine, understand, and enforce whatever arrival and departure methods they see fit prior to coming to the Club. We strongly discourage members from leaving the Club without an adult; however, we cannot legally require a member to stay. Staff will contact any parent/guardian who has not given permission for a child under 12 to leave the premises.

It is important to remember the Boys & Girls Club is NOT a daycare, this is what allows us to provide an after- school program which is financially accessible for any family. We have found through years of experience that your communication of expectations with your child regarding check in and departure, and our consistent staffing is able to keep children safe within parameters parents feel comfortable with.

If you have any questions, please do not hesitate to reach out to the Director of Operations or your respective site Director.

Drug- and Alcohol-Free Workplace Policy

DRUG AND ALCOHOL POLICY

Boys & Girls Clubs of St. Helena and Calistoga 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, controlled substances, or alcohol in the workplace - presents a danger to everyone. The organization also has a duty to comply with the requirements of the Drug-Free Workplace Act of 1988.

- Employees are prohibited from reporting to work or working while under the influence of alcohol and/or illegal or unauthorized drugs.
- Employees are prohibited from reporting to work or working when the employee is using any legal drugs; exceptions can be made in accordance with state law 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 any legal drugs that potentially affect job safety or performance are responsible for notifying their supervisor and/or Club leadership so that a determination of job performance or a reasonable accommodation can be made. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation has been made.
- 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 must notify their supervisor and/or Club leadership immediately of any criminal drug or alcohol violation.
- Employment with the organization is conditional upon full compliance with the foregoing drug- and alcohol-free workplace policy. Any violation of this policy might result in disciplinary action, up to and including discharge.

Boys & Girls Clubs of St. Helena and Calistoga 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 policy.

SMOKING POLICY

Boys & Girls Clubs of St. Helena and Calistoga will comply with all applicable federal, state, and local regulations regarding non-smoking in the workplace in order to provide a work environment that promotes productivity and the well-being of its employees. Smoking in the workplace can adversely affect members, employees, and volunteers. Accordingly, smoking is restricted at all its facilities.

Smoking is defined to include the use of any tobacco-containing products, including cigarettes, cigars, and pipes, as well as the use of electronic cigarettes (e-cigarettes) and vaporizers.

Smoking is prohibited at all Boys & Girls Clubs properties except for external areas where it is specifically authorized. The smoking policy applies to employees, volunteers, and members while on Club premises or during Club activities (on or off site).

REASONABLE SUSPICION

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

Examples of behavior suggesting that employees or volunteers are under the influence of drugs or alcohol include but are not limited to:

- Odors (smell of alcohol, body odor or urine);
- Movements (unsteady, fidgety, dizzy);
- Eyes (dilated, constricted or watery eyes or involuntary eye movements);
- Face (flushed, sweating, confused or blank look);
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts);
- Emotions (argumentative, agitated, irritable, drowsy);
- Actions (yawning, twitching); or
- Inactions (sleeping, unconscious, no reaction to questions).

Unusual patterns of behavior that may suggest drug or alcohol misuse include but are not limited to:

- Repeatedly calling in sick;
- Being absent directly before or after holidays and weekends;
- Repeatedly damaging inventory or failing to meet reasonable work schedules; and
- Being involved in frequent accidents that can be related to the use of drugs or other substances.

INSPECTION AND TESTING

Boys & Girls Clubs of St. Helena and Calistoga 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 (see "Reasonable Suspicion" above).

Screening, testing and security measures may be used as methods of enforcement, as permitted by applicable state law. It is a violation of this policy to refuse to submit to testing. Tests that are paid for by the organization are the property of the organization, and the examination records will be treated as confidential and held in separate medical files. However, records of specific examinations will be made available, if required by law or regulation, to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies and/or the employee's doctor.

PRESCRIPTION MEDICATION AND LEGAL DRUGS

Employees and volunteers are prohibited from reporting to work or working when using any legal drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee or volunteer that the substance does not adversely affect the employee's or volunteer's ability to safely perform his or her duties.

Employees and volunteers taking a legal drug, such as prescription medication or medical marijuana, that potentially affects job safety or performance are responsible for notifying their supervisor and/or Club leadership so that a determination of job performance or reasonable accommodation can be made. An employee/volunteer may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation is made.

Supervision and Facilities Policy

SUPERVISION

Boys & Girls Clubs of St. Helena and Calistoga is committed to providing a safe environment. All Club activities and program spaces shall always be under continuous supervision by sight or sound (for restroom supervision) by an appropriate adult staff (18 or over). To ensure appropriate supervision, staff, and volunteers:

- Must abide by the prohibition of private one-on-one interaction policy.
- Must abide by all the organization's disciplinary policies and procedures.
- Must ensure that at least one adult staff (18 and over) is present when supervising members.
- Must always maintain proper supervision ratios-
- Must always maintain proper supervision ratios.
 - Proper ratios when supervising members (1:20 – max)
 - Proper ratios when on Field Trips (1:10 – max)
- Must be trained on appropriate supervision tactics and behavior patterns.
- Must ensure that all youth staff and volunteers are supervised by an adult (18 and over) staff member.
- Must immediately notify Club leadership and/or submit written reports detailing supervision issues, accidents, or critical incidents.
- Must never use electronic devices such as cell phones, PDAs or other communication devices while supervising members unless for Club purposes, as defined in the Acceptable Technology Use Policy

Entrance & Exit Control

All facility entries and exits shall be controlled and monitored by paid adult staff (18 or over) during all hours of operation, along with a system to monitor and track everyone who is in the facility.

Only designated adult staff (18 or over) shall be authorized to possess keys and/or badges to open any facility. If an employee is supervising a scheduled activity, they shall be responsible for the security of their program space.

Facility Condition

All program spaces shall have clear lines of visibility and be monitored by adult staff when in use. Areas that are not in use shall remain locked and only accessible by adult staff.

All interior and exterior spaces, hallways, stairs, and stairways shall be monitored, maintained, well-lit, clean, and free of hazards and obstructions. All storage closets and other unused spaces are to be locked during operational hours.

Damages to facilities shall be repaired in a reasonable manner. Damages that pose imminent

risk to the health and safety of members, staff or volunteers shall be repaired immediately. If immediate repair to damage that poses imminent risk is not possible, Club leadership shall determine whether temporary or permanent closure of the facility may be required. Any damage to a facility that results in an incident deemed critical to the organization shall be reported to the appropriate authorities as a critical incident.

Food & Drink

Any distribution, preparation, or consumption of food and/or drink at any facility shall comply with all applicable food services sanitation and public health codes. If food is prepared and served on site, required city or county health department inspection certificates shall be posted. Any dangerous kitchen utensils, including knives, shall be properly and securely stored.

Screening and Onboarding Policy

Boys & Girls Clubs of St. Helena and Calistoga is committed to selecting and retaining effective staff and volunteers to serve our youth. As part of the selection process and in accordance with state background check regulations, background checks and screening procedures are conducted in accordance with this policy.

BACKGROUND CHECKS

Boys & Girls Clubs of St. Helena and Calistoga conducts criminal background checks of all employees, including minors; board volunteers and others who serve on a standing committee; and all other volunteers, including partners and minors, who have direct repetitive contact with minors.

Name-based or fingerprint-based record searches may be used in any combination, but the background check shall at a minimum:

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

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

All background check findings shall be considered when making employment or volunteer decisions, and Boys & Girls Clubs of St. Helena and Calistoga will not employ potential staff or engage potential volunteers 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. Domestic violence
 4. Abduction or human trafficking
 5. A crime involving rape or sexual assault
 6. Arson
 7. Weapons
 8. Physical assault or battery
 9. Drug possession, use or distribution in the last five years
- e. Has been convicted of any misdemeanor or felony against children, including child pornography.

INTERVIEWING

Boys & Girls Clubs of St. Helena and Calistoga will conduct in-person behavioral-based interviews with every candidate for employment or program volunteer service.

Screening and Onboarding Policy

REFERENCE CHECKS

Boys & Girls Clubs of St. Helena and Calistoga conducts reference checks on any candidate for employment or volunteer with direct repetitive contact with young people. Should candidates for employment have previous experience with a Boys & Girls Club, information on the candidate's eligibility for rehire/volunteering must be obtained from all previous Boys & Girls Clubs for which the candidate worked prior to extending an offer for employment or volunteer service. Additionally, Boys & Girls Clubs of St. Helena and Calistoga provides reference materials when asked by other Member Organizations.

STAFF AND VOLUNTEER ONBOARDING

Upon offer of a position, each new Club employee shall receive and confirm in writing receipt of an up-to-date employee policies and procedures manual or handbook that, at a minimum, articulates current:

- Conditions of employment;
- Benefits;
- Rights and responsibilities of employees;
- Club safety policies; and
- Any other important employment-related information.

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

- The organization's mission, goals, policies and procedures and schedule;
- Job descriptions and performance standards for their position;
- The needs and other relevant characteristics of program participants, including cultural and socioeconomic characteristics;
- Personnel and volunteer policies and procedures, including expectations regarding work hours and schedules, breaks and planning time;
- Operational policies and procedures related to safety, supervision, transportation, facilities, emergency operations, etc.; and
- Completion of the required **Child Abuse Prevention Trainings** approved by BGCA.

Inclusion and Special Needs Policy

Boys & Girls Clubs of St. Helena and Calistoga seek to serve all people. It is our intention to include people of all abilities in our programs in the most integrated setting and wherever it is reasonably possible to do so. (This includes individuals with a physical, mental or emotional need that substantially limits a major life activity, individuals with a record of such need, or individuals who are regarded as having such needs). Despite our best efforts, it may not be possible in certain circumstances for Boys & Girls Clubs to accommodate the disability or special needs of a particular child. This could occur in the following examples:

The individual's disability or special needs present a significant direct threat to the health or safety of others and such risk cannot be eliminated or reduced to an acceptable level; **and/or**

The required accommodation would require a fundamental alteration to Boys & Girls Clubs youth programs or otherwise would present an undue burden for Boys & Girls Clubs; **and/or**

The individual's disability or special needs require a 1:1 aide during school hours, and cannot be provided at Boys & Girls Clubs.

For some children, special accommodation needs may appear later, or may differ over time. Boys & Girls Clubs will make ongoing assessments of your child's needs, and will require the parent or legal guardian's involvement in this process. Failure to share information about your child that identifies special care, accommodations or supervision needs may jeopardize the placement of or continued participation by your child in the program. All children are expected to abide by the Code of Conduct or stated behavior expectations. An individual plan of care stating needs is required prior to starting the program.

A one-to-one meeting with the Club Unit Director will be arranged to discuss/determine eligibility. Eligibility criteria for enrollment can and may include the following:

- Member uses the toilet or urinal like same age peers
- Member changes their volume depending upon the requirements of the setting (i.e. loud in gym, quiet in study room) like same age peers
- During play, Member follows rules (stated and implied) like same age

peers

- Member follows routines and directions like same age peers
- Member is as emotionally regulated as same age peers
- Member manages transitions like same age peers
- Member initiates interactions with others like other same age peers

Restroom Policy

Restroom Usage

Boys & Girls Clubs of St. Helena and Calistoga is committed to providing a safe, clean environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

- All Clubhouses and sites where applicable will have either a designated adult restroom or procedures to ensure adults and minors never utilize a restroom at the same time.
- Staff should only enter children restrooms if no children are present in building, or for safety/disciplinary reasons where staff need to intervene.
- All Clubhouses will either have single-user restrooms or multi-user restrooms with single stalls that can be secured from the inside.
- When using restrooms at public facilities during field trips, a minimum of **three** youth will be escorted by one staff member, who will wait outside the main entrance of the restroom.

Restroom Monitoring

Restrooms shall be regularly monitored by designated staff according to a schedule set by Club leadership. Monitoring includes walk-throughs, inspections and/or any (but not necessarily all) of the best practices outlined below:

- Implementing procedures to limit the number of children using restrooms at the same time.
- Clubhouses will send **one** child at a time from their respective group, and communicate to Club leaders when sending child to a restroom when applicable (outdoors, using park areas adjacent to Club, kindergarten students).
- Clubs will always prohibit younger children and teens from sharing a restroom.
- Staff will be positioned near restroom entries to maintain auditory supervision of space at all times (when safely possible).
- Clubs will design or renovate multi-user restrooms to eliminate outer doors, while maintaining privacy with individual stalls.
- Wash stations outside of main restroom area will be implemented when possible. Staff observing unacceptable restroom conditions or incidents shall: *Immediately notify Club leadership of the incident. Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible in compliance with the Club's Incident Reporting Policy.*

Technology Acceptable Use Policy

CLUB MEMBER USAGE

Before a member will be allowed to use Club technology equipment or their personal device, both the member and his/her parent guardian will need to read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

Club devices shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Personally owned devices shall include any and all member-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

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

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

Appropriate use: Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Monitoring and inspection: Boys & Girls Clubs (local name) reserves the right to monitor, inspect, copy, and review any personally owned device that is brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally owned devices to the Club in the future.

Loss and damage: Members are responsible for keeping devices with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

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

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

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by members;
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment;
- Personal attacks, including prejudicial or discriminatory attacks;
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others;

- Knowingly or recklessly posting false or defamatory information about a person or organization; or
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

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

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

Examples of cyberbullying include, but are not limited to:

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

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

Monitoring and inspection: Boys & Girls Clubs of St. Helena and Calistoga reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, Boys & Girls Clubs of St. Helena and Calistoga reserves the right to inspect and/or review personally owned devices that are brought to the Club.

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

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

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

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

Digital citizenship: Club members shall conduct themselves online in a manner that is aligned with the Boys & Girls Clubs of St. Helena and Calistoga Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates the Boys & Girls Clubs (local name) Code of Conduct, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

Club-owned-and-operated technology: Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

Digital citizenship and technology safety training: All members who wish to use a Boys & Girls Clubs device or equipment will be required to successfully complete a BGCA-provided digital citizenship and technology safety training. This training is required for all members annually.

STAFF AND VOLUNTEER USAGE

Before a staff member can use Club technology equipment or a personal device, he/she shall read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

Club devices: Shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Personally owned devices: Shall include any and all staff-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Club Purposes: Shall include but are not limited to the delivery of program activities, accessing sanctioned training or career development opportunities, communication with experts and/or authorized Club staff and for Club purposes or management of other Club activities, such as member check-in or incident reporting. Staff are expected to act responsibly and thoughtfully when using technology resources. Staff bear the burden of responsibility to ask their supervisor when they are not sure of the permissibility of a particular use of technology prior to engaging in that use.

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

Appropriate use: Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a personally owned device, as determined by a supervisor, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Monitoring and inspection: Boys & Girls Clubs of St. Helena and Calistoga reserves the right to monitor, inspect, copy, and review a personally owned device that is brought to the Club. Staff may refuse to allow such inspections. If so, the staff member may disciplinary action up to and including termination

Loss and damage: Staff are responsible for keeping devices with them at all times. Supervisors and the Club at large are not responsible for the security and condition of the staff member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Any inappropriate or unauthorized use of a personally owned device, as determined by a supervisor, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Inappropriate communication includes but is not limited to:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or sexual content or disrespectful language or images typed, posted, or spoken by staff or members.
- Information that could cause conflict.
- Personal attacks, including prejudicial or discriminatory attacks.
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking others.
- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a staff member is told to stop sending communications, he/she must cease the activity immediately.

Staff must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online.

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

Examples of cyberbullying include but are not limited to:

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

Communication with Club members: Staff may never use personal devices to communicate directly with a single Club member. Proper protocol dictates that all communication between staff and Club members must include an additional staff member and at least two Club members. This also includes overnight events such as Keystone Conferences and Youth of the Year events.

Monitoring and inspection: Boys & Girls Clubs of St. Helena and Calistoga reserves the right to monitor, inspect, copy, and review a personally owned device that is brought to the Club. Staff may refuse to allow such inspections. If so, the staff member may be subject to disciplinary action up to and including termination.

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

Loss and damage: Staff are responsible for keeping devices with them at all times. Supervisors and the Club at large are not responsible for the security and condition of any staff member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Password and access: To prevent unauthorized access, devices must lock themselves and require authentication using the strongest features available on the device.

Transportation Policy

Boys & Girls Clubs of St. Helena and Calistoga is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. Boys & Girls Clubs of St. Helena and Calistoga 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. Every driver for BGCSHC will sign a driver's agreement prior to driving a Club vehicle.

DRIVERS:

- Must allow for DMV background check and be cleared to transport youth per the barrier crime policy of the organization.
- Must keep an updated list of all youth who are transported to and from the Clubhouse and Club-related activities.
- Must confirm that no children are left on a vehicle after every trip (based on a seat-by-seat scan of each vehicle); log must be signed daily to ensure compliance.
- Must perform regular checks to ensure that all members are picked up and dropped off at the appropriate times and locations.
- Must submit written reports detailing issues or incidents involving transportation of members to and from the Clubhouse or to and from Club-related activities.
- Must only transport members in official Club vehicles.
- Must ensure that at least three individuals are present when transporting members. If one child remains to be dropped off, two adults (18 or over) must be present in vehicle.
- Must never transport Club members in personal vehicles.
- Must never use cell phones, PDAs or other communication devices while transporting members to and from the Clubhouse or Club-related activities.

VEHICLE:

- Each agency vehicle should meet all local, state, and federal inspection and licensing requirements.
- Each vehicle should be inspected as outlined by OMV by staff before every trip for which youth are being transported; any problems with the vehicle must be addressed promptly.
- Regular maintenance should be performed on vehicles and documents/records reflecting that maintenance should be maintained.
- Each vehicle must provide a seat belt for every passenger and fully comply with state and federal seat belt regulations.
- Each vehicle must have a complete first-aid kit that satisfies state licensing requirements.
- Each vehicle must have a working and current fire extinguisher that satisfies state licensing requirements.
- Each vehicle must have reflective traffic warning signs (e.g., triangles or flares) that are stored securely during transport.
- The vehicle must be clean and well maintained and exterior physical damage must be repaired promptly.

SHARED-USE RESTROOMS:

- On a field trip or when using a public restroom, youth shall never enter the restroom alone unless it is a single-stall restroom that is empty.
- Youth shall follow the "rule of three" in using public restrooms, with at least two youth and an adult walking to the restrooms and three youth entering a multi-stall facility together. The adult will remain outside the restroom door to provide auditory surveillance.
- Whenever possible, staff/volunteers will monitor and clear public restrooms before use by members to

ensure that the facility is free of adults - and clear of youth not involved in the Club program - before allowing youth to use the facilities. Alternatively, staff members will stand in the restroom doorway and/or hold the door at least partially open when supervising member use of public restrooms. Staff may position themselves inside the restroom near the sinks if positioning at the door is not feasible or is deemed ineffective.

- In a shared-use facility, Boys & Girls Clubs will utilize the best practice of shutting the exterior door to the restroom and using an "Occupied" sign outside of the door to alert others that they must wait until Club members have exited the restroom before they can enter.

ACCIDENT OR EMERGENCY PROTOCOL:

- Driver should immediately notify Club leadership if there is a delay or issue (e.g., breakdown, accident, emergency) with transporting members to and from the Clubhouse or Club-related activities.
- Staff shall immediately inform Club leadership if a staff member, volunteer, or board member violates this policy. In such case, the organization will take appropriate disciplinary action, up to and including termination.

Through the appropriate use of Club and community resources, Boys & Girls Clubs strive to mitigate the immediate effects of an emergency and its long-term effects on Club operations and mission by being prepared to effectively respond to and recovery from an emergency.

Youth Workers Policy

Actions and Implementation

To make sure we enforce this policy, Boys & Girls Clubs of St. Helena and Calistoga is committed to:

- Educating our staff on youth work laws and showing them how to report child labor violations if they see or suspect any.
- Requiring hiring managers and HR to avoid hiring minors under the legal age for working. We also expect them to know and follow this policy and laws on wages and hours for older children.
- Keeping and validating documentation verifying our employees' ages after they're hired. If we discover that we've hired a minor, we'll review applicable laws and adjust working hours accordingly.
- Only hiring youth under the age of 18 under rare circumstances.

Background Checks on Minors

Boys & Girls Clubs of St. Helena and Calistoga conducts criminal background checks of all employees, including minors; board volunteers and others who serve on a standing committee; and all other volunteers, including partners and minors, who have direct, repetitive contact with members per the Background Check policy. This applies to all minor employees as well as non-Club member teen volunteers. Participants of work-based learning programs are not staff, but rather Club or Youth Center members participating in a Club-sanctioned program; therefore, they do not need to complete background checks before beginning their work-based learning experience.

Because the minor does not have legal authority to enter into an agreement or give consent in his or her own capacity, it is necessary to acquire parent or legal guardian consent to authorize the background check.

Training for Supervisors and Coordinators

Boys & Girls Clubs of St. Helena and Calistoga ensures that all supervisors and coordinators of youth workers understand their rights and responsibilities. All Club staff who supervise or coordinate the youth worker program, or work directly in the same space as youth workers – which includes minor employees, work-based learning participants and non-member teen volunteers – shall complete Boys & Girls Clubs of America-developed training annually, after which they will:

- Understand and communicate the roles and responsibilities of minor employees, volunteers and work-based learning participants.

- Provide leadership, supervision, training and coaching to staff as relates to organizational role, responsibilities, policies and procedures for youth workers.
- Maintain current knowledge about, communicate and follow child labor laws.
- Assess the individual and collective strengths of youth workers against the knowledge, skills and information needed to fulfill their roles safely.
- Identify and implement training for youth workers to ensure they understand and can implement their role.
- Prepare and supervise youth workers for their roles in the Club.
- Ensure systems, practices and procedures for the documentation and notification of suspected child abuse, neglect and physical, verbal and sexual harassment in accordance with state laws and organizational policies when youth workers report incidents are in place.

Training and Onboarding for Youth Workers

Boys & Girls Clubs of St. Helena and Calistoga is committed to ensuring that youth workers understand the safety implications of working in the Club. All youth workers, including minor employees and work-based learning participants, will participate in the required number of hours of safety training each year before they work with any Club members. These trainings meet the requirements for child sexual abuse prevention, grooming prevention, and mandated reported trainings for youth workers. These trainings will be incorporated into the onboarding of youth workers. After participating in these trainings, youth workers at a minimum will:

- Know their rights and responsibilities as a youth worker at the Club.
- Understand their role as a youth worker and expectations around safety.
- Understand how to report concerns about issues perceived to affect emotional and physical safety.
- Know and implement organization-wide rules and policies that pertain to safety.
- Understand their role in supervising other youth.

Prohibition of One-on-one interactions

Boys & Girls Clubs of St. Helena and Calistoga is committed to providing a safe environment for members, staff and volunteers, including youth workers. Boys & Girls Clubs of St. Helena and Calistoga has put systems in place to prevent one-on-one interactions between youth members and all Club staff and volunteers.

- All youth workers (including minor employees, work-based learning participants and non-member teen volunteers) shall abide by the organization's policy to prohibit one-on-one contact at any time at the Club, in vehicles or by phone, text, social media or any other means.
- All staff and volunteers, including minor employees and non-Club member volunteers, are strictly prohibited from meeting Club participants outside of any Club-sponsored activities, unless the Club participant is the child or sibling of a staff member or volunteer.

Adult-to-Youth Interactions

All staff, whether they supervise youth workers or not, will understand and adhere to the organization's policy governing one-on-one interactions. Staff will remember to treat youth workers as youth in and outside the Club environment. This includes making sure that adult staff will not:

- Carpool with youth workers for any reason.
- Invite youth workers to after-work non-Club-sponsored events.
- Teens who are 18 years old but still in high school and enrolled in the work-based learning program should be treated as teens, not adults, and treated accordingly under the prohibition of one-on-one contact policy.

Supervisors and coordinators should remain cognizant of the fact that youth workers, despite being under the age of 18, must not violate the prohibition of one-on-one contact with Club members.

All meetings and communications will utilize either a team or group supervision approach. Team supervision involves two or more adults working together as a team to supervise and communicate with youth workers and is also utilized for digital communication with youth workers. This is specifically advised when a direct supervisor needs to talk confidentially with a youth worker. Group supervision is led by a facilitator in a group setting so youth workers can reflect on their work.

Supervisors must ensure that assigned tasks adhere to this policy and do not inadvertently create a situation where minors are alone with another staff member.

Visitor Policy

The Boys & Girls Clubs of St. Helena and Calistoga is committed to ensuring the safety of our members. Violation of this policy could result in disciplinary action up to and including termination.

Visitors are defined as people other than staff members, members, parents/guardians, and volunteers involved in a specific member related task (i.e., Licensed Counselor, Child Protective Services Case Manager, Tutor, or similar profession).

All visitors will be required to report to the administrative office or to the Program Director (School sites) prior to any activity with the Club, where they will be required to sign a 'Visitors' book and will be assigned a visitors pass with their name. The badge must be worn at all times within the Club.

Visitors are expected:

- To be outstanding role models for our members
- Work under the professional direction of the staff
- Speak in a friendly manner to all members and staff
- Keep a safe and professional distance from the members

Any visitor not participating in specific related task must be accompanied by program staff. It is the responsibility of the Program Director to ensure the safety of BGCSHC members and to prohibit any visitor without clear related task to wander freely about the Clubhouse and/or Club Site.

The site's Program Director or member of the Leadership Team reserves the right and has the authority to prohibit any potential visitor from entering or remaining at the Club.

The Clubs emergency management procedure will ensure that visitors within the Club at the time of the emergency or practice drill will be recognized and be appropriately accounted for.

Prescription Medication Policy

BGCSHC is deeply committed to protecting and preserving the health and well-being of the children whom the Club serves and the staff and volunteers who provide services to these children. BGCSHC staff may administer medication ONLY when a Request & Authorization for Administration of Medication (RAM) form signed by parent/guardian AND a physician is on file. This form is available at any of our sites. Any violation of this policy could result in disciplinary action up to and including termination.

BGCSHC is not legally obligated to administer medication to any child. BGCSHC can administer medication to children for whom a plan has been made and approved by the Director of Operations. Because medication poses an extra burden on staff and having medication in the facility is a safety hazard, parents/guardians are asked to check with the child's health care provider to see if a dose schedule can be arranged that does not involve the hours the child is in care of BGCSHC. Parents/guardians may come to administer medication to their own child during the day.

Medication

1. All prescription medications shall be maintained with the child's name, shall be dated, and stored in the administrative office. Children are not allowed to keep and self-administer medication without supervision.
2. Medications must be stored in the original bottle with unaltered label. Medications requiring refrigeration must be properly stored in a cooler provided by parents/guardians.
3. Prescription and nonprescription medication shall be administered in accordance with the label directions.
4. Written consent must be provided from the parent, permitting BGCSHC personnel to administer medications to the child. Instructions shall not conflict with the prescription label or product label directions.

Asthma Inhalers & EpiPens

Members who have a completed Request & Authorization for Administration could keep their Asthma Inhaler or EpiPens with them with. In an emergency, BGCSHC staff can help assist to administer the EpiPen as prescribed by a physician for a particular child.

Medication Procedures

1. Medication is kept in a locked Medical Box in the administrative office, filed with the child's name and RAM form attached.
2. Director and/ or authorize staff ONLY can assist with administration of medication.
3. Staff assisting the child needs to cross-reference the RAM form with labeled

medication. Child's name, medication administration details (medication name, time, and dosage instructions) need to match.

4. After administration of medicine, staff is to fill out monthly medication record in the Medication binder, including their name and initial.
5. All medication is to be filed with the RAM form back in the Medical Box.
6. Upon completion of medication cycle, medicine is to be returned to parents.
7. If we run out of medicine before completion of authorized medication cycle (i.e., child has used the last dose, but child needs to continue receiving medication), staff must notify parents the same day.