



**BOYS & GIRLS CLUBS
OF DUNDEE TOWNSHIP**

Nourish **Character** | Inspire **Potential**

**Parent Handbook
Primary Club Sites
School Year 2022-2023**

My signature indicates that I have received a copy of both the BGCDT parent handbook and Youth Protection Guide and will read them. Should I have any questions, I will contact my child's BGCDT Site Director for clarification. I agree with the terms written in both handbooks.

Parent Name (Printed) _____

Parent Signature _____ **Date** _____

Greetings Parents and Guardians!

The Boys & Girls Clubs of Dundee Township welcomes you to our program. Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. BGCDT operates in many community schools within District 300 and 220 and the new, state-of-the-art Impact Center, for High School students.

Most families become aware of BDCGT because we offer high quality, affordable after school programs. BGCDT is proud to be partners with your child's school as a **21st Century Community Learning Center** (afterschoolalliance.org/documents/21stCCLC-Overview-2017.org)

BGCDT offers licensed-exempt after school programs that uses nationally recognized programs to address today's most pressing youth issues while teaching young people the skills they need to succeed in life. Our purposeful programs are conducted in a safe environment and offer fun activities for all our members.

As a 21st Century Community Learning Center, our program is designed to support your child in their academic and character growth as well as support your family too. Enrolling your child in the BGCDT after school program means they are members of a dynamic community learning center.

We are so excited to welcome your child as a member of BGCDT (also known as "Club") and to support their growth and development. Your child's participation is valuable. Our afterschool program is custom designed to meet the needs of our members. Parent's respect for the program makes all the difference in a child's success. We encourage you to learn more about us and take interest in what your child is learning at BGCDT. Your participation, including attending BGCDT and school sponsored events, reading and responding to emails and texts, and responding to BGCDT and school requests are all essential pieces to ensuring your child's success.

BGCDT offers Club membership at the following locations:

<p>Algonquin Boys & Girls Club Servicing Eastview & Algonquin Lakes members (more information pending opening day)</p>	<p>K-5 Grade 300 Jefferson Street Algonquin, IL 60102</p>
<p>Golfview Elementary School 331-276-9153 golfview@bgcdt.org</p>	<p>K – 5 Grade 124 Golfview Lane Carpentersville, IL 60110</p>
<p>Lakewood Elementary School 331-235-1318 lakewood@bgcdt.org</p>	<p>K – 5 Grade 1651 Ravine Lane Carpentersville, IL 60110</p>
<p>Meadowdale Elementary School 331-276-9152 meadowdale@bgcdt.org</p>	<p>K – 5 Grade 14 Ash St. Carpentersville, IL 60110</p>
<p>Perry Elementary School 331-276-3055 perry@bgcdt.org</p>	<p>K – 5 Grade 251 Amarillo Drive Carpentersville, IL 60110</p>
<p>Parkview Elementary School 847-687-8786 parkview@bgcdt.org</p>	<p>K – 5 Grade 122 Carpenter Blvd Carpentersville, IL 60110</p>
<p>Sunny Hill Elementary School 331-228-9865 sunnyhill@bgcdt.org</p>	<p>K – 5 Grade 2500 Helm Road Carpentersville, IL 60110</p>
<p>Lake in the Hills Elementary School 331-235-1304 lakeinthehills@bgcdt.org</p>	<p>K - 5 Grade 519 Willow St. Lake in the Hills, IL 60156</p>
<p>Algonquin Middle School (more information pending opening day)</p>	<p>6 - 8 Grade 520 Longwood Drive Algonquin, IL 60102</p>
<p>Carpentersville Middle School 847-363-6196 cms@bgcdt.org</p>	<p>6 – 8 Grade 100 Cleveland Ave. Carpentersville, IL 60110</p>

Programs

While at Club, members will participate in a variety of programs including:

Character & Leadership - Empower youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process and respect their own and others' cultural identities.

Health & Life Skills Develop young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults.

Sports, Fitness, & Recreation - Develop fitness, positive use of leisure time, skills for stress management, appreciation for the environment and social skills.

Education & Career Development - Enable youth to become proficient in basic educational disciplines, apply learning to everyday situations and embrace technology to achieve success in a career.

The Arts - Youth develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing.

Club programs and services promote a sense of:

- Competence
- Usefulness
- Belonging
- Power of Influence
- Self Confidence

Youth Development Staff Qualifications

Our staff is selected based upon their character and desire to improve the lives of children as well as their education and experience in the youth development field. Once hired, every staff member receives extensive training throughout the year in the areas of youth development and effective program implementation. Training is ongoing and designed to ensure staff members are current in program policies and procedures as well as acceptable youth development practices. All program staff are required to submit to state and federal background checks and must have current CPR and First Aid Certifications.

Youth Development Staff and volunteers

Youth Development Staff (YDP) and volunteers are expected to carry out our mission and values at all times while fulfilling their responsibilities in a professional manner.

YDPs, other staff, and BGCDT volunteers are expected:

- To provide opportunities for participation, for the broadening of experiences and for the development of skills on behalf of members;
- To counsel members in developing and clarifying their own values, and to be a role model for the values that the Club represents;
- To appreciate, recognize and support members in the development of their own self esteem;
- To develop relationships with members that are characterized by dignity, respect and equitable treatment;
- To recognize that all members are entitled to the services the Club provides, not just a select few; and
- To seek and receive the training necessary to understand and perform the basic role of staff as well as the specific responsibilities of the individual position assigned.

Membership

Membership is open to all youth who is a registered student at a Club School Site, regardless of race, color, creed, neighborhood or county of residence, gender, income, family status or ability. BGCDT does not discriminate on the basis of race, color, creed, ancestry, national origin, gender identity, sexual orientation, handicap or disability. The number of members an after school program can enroll is dependent on space and other safety parameters. Although BGCDT would like to enroll every child, building space and staffing limitations may affect our ability to do so.

Enrolling a Member

Families may enroll a child by completing a membership application and other forms. Families may also be required to complete a child care assistance program (CCAP) application and income verification. Once completed, the school's BGCDT Site Director will process the application and determine if the program has space to enroll the applicant. Families who do not complete all the necessary enrollment paperwork and submit it on time may be at risk of their child starting at Club.

1) Membership Application (Completed via MyClubHub)

The membership application asks for basic information about the member applicant, including health history, emergency contact information and data regarding the member's eligibility for income-qualifying services.

2) Income Verification - for elementary members only

BGCDT invites families to apply for CCAP (Child Care Assistance Program) which, if approved, covers a family's cost for the program. If a family chooses not to apply for CCAP, or if they are denied, income verification is still necessary to place the family on a tuition sliding scale. If a family refuses to provide income verification, the family will be required to pay the

full tuition of the program. Questions about CCAP and income verification can be directed to your BGCDT Site Director or the BGCDT office 847-551-4309.

3) Release of Records and Permission Forms

Parents or guardians must complete requested release and permission forms which may include but not be limited to release of school records such as grades, IEP, behavior plans, attendance records, proof of free and reduced lunch, and teacher's name(s).

4) Registration and Tuition Fees

An elementary school member's \$25 school year fee and any determined tuition monthly fees must be collected prior to a member starting Club.

An elementary school member's \$50 summer fee and any determined tuition monthly fee must be collected prior to a member starting Club.

For middle school members, the school year and summer fee is \$25.

Confidentiality of Information

The privacy of Club members and their families is of the utmost importance to BGCDT. All membership forms, health history forms, academic forms and other documentation regarding Club members and their families will be kept in strict confidentiality and placed in individual member files. Upon request, parents/guardians may have access to all records and reports maintained on their children.

Monthly Fees

The Boys & Girls Club of Dundee Township has tuition fees associated with the program services provided. After school program fees are billed monthly all year long. The maximum tuition rate is \$32.00 per day. Tuition fees may be significantly reduced based on the family's income (see income verification above). **Tuition fees and billing will be processed by the end of the first business day of each month.** Please avoid making payments prior to billing processing, the system will not attach payment to monthly fees. Payments that are accepted by credit card, check, money order, or cash. We encourage parents to login to their parent portal (<https://bgcdundee township.force.com/portal/>) to make credit card payments. **Cash payments are only accepted at the BGCDT administrative office.** A \$5 late fee per child will be applied for every day late up to 5 Club days. If full payment is not received by the fifth school day, the child's membership will be canceled and will no longer be allowed to attend BGCDT programs until full payment has been received.

Hours of Operation

The Boys & Girls Club of Dundee Township after school Clubs are open for operation Monday through Friday from school dismissal until 6pm (7pm for Middle & High School). Club will operate on early release days from the time of school dismissal until 6pm. Club follows the school calendar and does not operate on days the school is closed. This includes holidays, snow days, teacher in-service, school improvement, and parent/teacher conference days (actual closing dates may vary per location). Clubs located on school property are also subject to close at the school's discretion. If you have any questions about these dates, please see your Site Director for clarification.

It is important parents keep track of their child's Club schedule and check their email or texts regularly for Club notifications.

Please note that Boys and Girls Clubs of Dundee Township will follow the District Policy for school closures, cancellations and delays. Boys and Girls Club has the right to close Clubs for Professional Development and staff training.

Summer hours are from 7:30am - 5:30pm from Monday through Thursday.

Check-in Policy

In order to ensure safety for our Club members and staff, anyone who enters our building including all visitors, volunteers, parents/guardians, as well as member and non-member youth must all check in at the front desk. All adults are required to receive a volunteer or visitor pass before entering the program space

Visitor Policy

Youth must become members before fully participating in specialized programming. All adults and parents/guardians volunteering in the building must have completed volunteer paperwork which includes an application and a background check as well as completed an orientation. Adults must be signed in at the front desk before volunteering in any capacity.

Food/Snacks

The Club understands and appreciates the need for a healthy diet among all of our Club members. It is our goal to encourage healthy eating habits that promote the wellbeing of our youth. Soda, energy drinks, fast food and unhealthy snacks are strongly discouraged. Through funding from the USDA and the CACFP program, during the school year, the Club provides a snack after school and dinner at eligible schools. In accordance with the Federal Law and USDA policy, our institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. Please notify the Club if a member has any food allergies or dietary concerns. Menus are posted outside of the Club kitchen one week in advance. Members may bring their own meals and snacks if they choose.

If you member attends an eligible school, below are scheduled meal times:

Elementary	School Year: Snack: 2:30pm Dinner: 5:00pm	Summer: Breakfast: 7:40am Lunch: 11:30pm
Middle	School Year: Snack: 3:45pm Dinner: 5:30pm	Summer: Breakfast: 7:40am Lunch: 11:30pm

Communication with Parents/Guardians

The Club uses Twilio, a communication app that makes it easy for parents/guardians to stay connected with the Club. We will contact you about important things like special events and weather-related openings and closings. Twilio allows parents to receive messages on your phone (texting fees may apply). Emails will also serve as a form of communication with parents. It is the responsibility of the parent or guardian to inform Club of their most recent contact information.

Website and Social Media

Boys and Girls Club, Dundee Township can be found at BGCDT.org

Each Club site has a Facebook page. We invite you to follow us on Facebook. Search BGCDT-site name (Example BGCDT-Lakewood). Parents are required to sign the photo release form upon registration because pictures of members and staff are used for social media and other BGCDT promotional purposes.

Safety

Safety is our #1 priority. BGCDT is committed to keeping all Club members safe. Therefore, if a staff member suspects that a parent/guardian that is picking up a child is under the influence of alcohol or other drugs, staff have discretion to either ask the parent to have another family member come to pick up the child, or call authorities to handle the situation.

Also, if the Department of Family and Children Services or Carpentersville Police Department requests a conversation with one of our Club members, we will comply with that request with no guarantee of notification to the parents/guardians.

Most common program areas and all building exteriors are monitored by cameras 24/7; the cameras will be reviewed at our discretion. The Carpentersville Police Department and drug dogs are also active partners in helping keep our building safe.

Safety Drills

The Club will conduct safety drills monthly with members and staff as directed by Boys and Girls Club of America, the School District, and the fire department. These drills include Fire, Tornado, lockdown, and intruder drills.

Procedure to Help Prevent Missing Youth

Every precaution will be taken to make sure that no youth are missing from the Club or during Club sponsored field trips. When Club members enter our facility, they are required to sign in with BGCDT staff. BGCDT will track each member's attendance and record it into our on-line reporting system called MyClubHub. Members will be checked out upon leaving Club in the same fashion.

Communicable Disease Control

Parents/guardians need to notify Club staff if a Club member is diagnosed with a communicable disease and they have been in the Club facility, on a Club sponsored vehicle or field trip. A communicable disease is a serious

illness that is capable of being transmitted to other persons. Staff will closely watch exposed Club members for signs of similar symptoms and all parents/guardians will be notified of the dates of exposure, incubation periods, symptoms and treatment recommendations for any disease Club members have been exposed to. This is done by posting a sign at the front desks at each Club. We will not give out any information relating to the identity of the Club members who have the illness. In order for a Club member to be readmitted into the program, parents/guardians must provide a statement from their physician indicating the health of the Club member and that they are no longer contagious.

BGCDT will follow all COVID related protocols according to IDPH and CDC recommendations. Parents are required to inform the club if their child tests positive for COVID.

Decisions regarding quarantine and other COVID mitigation protocols will be determined by the most recent IDPH, CDC, and school district exclusion guidelines.

If your child is feeling unwell or has symptoms, please keep your child home. If your child will be absent from Club a courtesy call is appreciated. If your child comes to Club feeling unwell or shows symptoms of illness, BGCDT will contact the parent and ask them to pick up the child. The child will not be admitted back into Club until 24 hours post symptoms (without the use of fever reducing medication).

When a Club Member Becomes Ill

When a Club member becomes ill with a headache, stomachache, cold- or flu-like symptoms while at the Club, the Club member's parent or emergency contact person will be notified and asked to pick them up as soon as possible. Club members must be symptom-free for 24 hours before returning to the Club. If a Club member vomits, he or she must be

picked up by a parent/guardian or other authorized individual immediately. There are no exceptions. If a Club member has a bowel movement in his/her pants, the parent/guardian or authorized individual will be called to pick up the youth.

When a Club Member Experiences an Accident or Injury

If a child becomes hurt at Club, BGCDT staff will assess the situation and determine if the parent should be contacted first or if emergency services should be called immediately. It is critical that parents always notify BGCDT of their most recent contact information. If BGCDT staff cannot reach a parent or guardian in a timely manner, BGCDT must make a decision to contact medical services or an ambulance because it is in the best interest of the child.

If a Club member is injured on- or off-site, staff will take whatever steps necessary to obtain emergency medical care. We will protect the identity of the injured Club member whenever possible. These steps may include, but are not limited to, the following:

- Attempt to contact a parent/guardian by phone
- Attempt to contact the designated responsible persons (emergency contacts) by phone as noted on the youth's Membership Form when a parent cannot be reached

If we cannot get in touch with the parents/guardians or the emergency contacts, we will do any or all of the following:

- Contact your physician or medical center for assistance
- Call an ambulance or paramedic
- Have the youth taken to the designated emergency hospital in the company of a staff member.

All staff members will be trained and certified in CPR, First Aid and in using an AED Defibrillator. Minor wounds will be cleaned with antibacterial soap and water only and protected. Parents/guardians will be notified of the incident by note or a call from Club staff. We are not allowed to apply any topicals or lotions unless a medical permission slip has been filed. All accidents will be recorded on an Injury Report Form and kept on file in our administration office. All records of accidents will be reviewed by the Club's CEO to determine that all possible preventative measures have been taken to preclude further incidents.

If an accident or injury occurs while youth are on a Club sponsored field trip, we will follow the same steps as listed above. When youth leave the Club, staff will take along the emergency information regarding each of the youth on the trip including Membership Forms containing this information, parent phone numbers and emergency contact information. A first aid kit will also be taken along on field trips containing band aids, rubber gloves, gauze, hand soap and paper towels.

The completed Membership Form authorizes Club staff to seek medical treatment for a Club member, if necessary, and that any associated costs are the responsibility of the parents/guardians. The Club does not provide medical insurance for Club members.

If there is an Artificial Electronic Defibrillator (AED) installed in the Club, and staff have been trained on its use. In the event that we would need to use it on a Club member, the parents/guardians will be notified as soon as the EMS is called.

Universal Precautions and Sanitary Provisions

Wet or soiled clothing shall be changed promptly and placed in a plastic bag to be taken home for laundering. The Club member will do this on his or her own. If the staff person assists with this, gloves will be worn.

Staff and Club members are required to use proper hand washing techniques. This includes the use of soap and warm water, scrubbing between fingers before and after handling food and after using the restroom.

When staff deal with any type of body fluids, they will wear disposable gloves. When they are done cleaning the area with a sanitizing solution, they will place all paper toweling and gloves in a plastic bag and securely tie it closed before disposing of it in the garbage can. Youth will be removed from the location any bodily fluids are present until it is cleaned and sanitized.

Program supplies that come into contact with an ill Club member or an unsanitary source will be disinfected using a sanitizing solution and air-dried as needed.

Tables will be washed with soap and water and then cleaned with a sanitizing solution before and after snack is served.

Medication

Over the Counter Medication will not be administered to a Club member. Members who take prescription medication, prescribed by a doctor, must have our Medication Consent form on file which includes a schedule of when the member will be taking medication. The prescription must be given to us in its original container. Prescriptions not in the original container with proper information pertaining to the member and the medication will not be accepted.

Child Abuse and Neglect

By law, the Boys & Girls Club of Dundee Township Board of Directors and all personnel are Mandated Reporters which requires them to report any youth

who appear to be emotionally, physically or sexually abused or neglected to Child Protective Services, the County Sheriff or the Carpentersville Police Department first. Suspicion of abuse or neglect shall be documented and maintained in a confidential record. Personnel receive annual in-service training about indicators of abuse or neglect, reporting laws and documentation methods. To learn more about Mandated Reporter please visit

<https://mr.dcfstraining.org/public/pdf/en/Mandated-Reporter-Manual.pdf>

Supervision

BGCDT staff are trained Youth Development Professionals. Volunteers often support our staff. Both BGCDT staff members and BGCDT volunteers are trained including attending an orientation meeting and undergoing background checks. We abide by the policy that a staff or volunteer member will never be alone with one child.

Attendance Expectations - Check In and Out

Club is supported through state and federal grants. To be eligible for full funding, members must attend a required number of days. Club members and parents are asked to follow the following attendance requirements;

School Year: At least 3 days a week until 5PM, pickups prior to 5PM must be approved by the site director. Members will be checked in at designated areas right after school. If a child has other after school activities, members will be checked in after approved activities. Approved adults will be required to sign out members at the site's front desk at pick up.

Summer: If your child is not attending summer school, the latest drop off time will be **9AM**. **Members are expected to stay until 3PM on non field trip days**. Parents or approved adults will be required to sign out children at the site's front desk.

Field Trip Attendance: Members must stay within the field trip the whole time. We will not permit members to be picked up early from field trip locations. If your child cannot stay at the trip all day, your child should not attend on the field trip day.

Late Pick Up Fees will be \$1 per minute per member

In the event a club member has not been picked up and NO communication has been made with a parent or other emergency contact, BGCDT will contact local law enforcement 30 minutes after the site's closing time. Every attempt will be made to contact parent(s) & other emergency contacts after closing time. A BGCDT Director & staff will remain with the child until appropriate transfer of custody to a law enforcement can take place.

Expectations

Club members are expected to participate fully in each program and behave according to our Club rules in this handbook. The Club reserves the right to refuse, suspend or terminate membership of any youth if their behavior or attitude is disrespectful to staff, volunteers, or other members, or if their behavior does not allow them to function with others appropriately in our programs. **Club membership is a privilege, not a right.** Staff will attempt to discuss the issue with a family member; however, staff may choose to terminate membership prior to that discussion. Youth who choose not to follow these expectations will not be able to participate in our program. BGCDT also reserves the right to suspend or terminate a child's participation based on a parent or guardian's behavior. Parents or guardians may not disrespect, yell, threaten, ignore, or bully BGCDT staff members, volunteers, or other BGCDT members. Parents and guardians are expected to follow the same rules of conduct and behavior that we expect of our members.

Bully Free Zone

The Club is a bully-free zone and strives to provide a safe, secure and respectful environment for all members in our facilities, on Club grounds, in our vehicles as well as at offsite during Club sponsored activities and field trips. Bullying has a harmful social, physical and psychological impact on bullies, victims and bystanders. The Club consistently and vigorously addresses bullying. Safety, Respect, Responsibility and Mindfulness are of the utmost importance.

Social Emotional Development & Behavioral Support

The Boys & Girls Club of Dundee Township is committed to taking an active approach to meeting the social and emotional needs of its members. BGCDT positively impacts youth from the moment they enter the door. Every moment at the Club is an opportunity to help youth build strong relationships with themselves and others. The Club environment helps youth regulate their emotional responses to everyday situations; and make decisions that advance their ability to be positive, productive and contributing members of their local communities.

Club Code

The Boys & Girls Clubs of Dundee Township strives to provide a Positive Place for Kids to learn and grow. It is important for the staff to maintain structure and order in our facilities to ensure the safety and well-being of all members. We expect **all members and staff** to respect themselves, other members and the Boys & Girls Clubs of Dundee Township by following our rules. Below are basic codes of conduct:

- Be respectful to everyone at Club, including yourself
- Be confident to ask if you need help or support
- Interact fairly, with honesty and integrity

- Respect the space and others belongings
- Resolve disagreements in a positive way
- Listen and follow directions at all times
- Applaud the efforts of others
- Use appropriate language
- Running is allowed in the gymnasium or outdoors
- Stay in your assigned groups at all times
- Use appropriate language
- Dress appropriately at all times including appropriate shoes for physical activities
- Tobacco, alcohol, drugs or weapons are never allowed at Club
- Follow school rules if program is located in public schools

Discipline & Guidance

It is the goal of the Boys & Girls Clubs of Dundee Township to improve the moral and character development of its members. Our programs are designed to help youth develop the skills to make necessary and responsible decisions and to accept the consequences of their actions. Clubs must operate in a safe manner to ensure the well-being of all participants. When infractions occur, they will be documented and dealt with through logical consequences including exclusion from activities.

In the case of a severe infraction, BGCDT reserves the right to discipline appropriately; this may mean immediate suspension without going through the warning procedures.

If a Club member is asked to leave the Club due to behavioral concerns, every effort will be made to contact the Club member's parent/guardian. Your support and involvement as the parent/guardian is vital to our success as a safe environment for our Club members. It is understood by parents/guardians upon having their youth join the Club, if staff ask parents/ guardians to come pick up their youth because of behavior or attitude issues, the parents/guardians will support that decision and comply with the request.

While constructive conversation with staff regarding a member is encouraged, It is not acceptable for parents/guardians to argue with a staff member. Conversations are expected to be civil and professional. It is also not acceptable for parents/guardians to use rude or inappropriate language with any BGCDT staff, volunteers or other Club members at any time. Failure to comply with this is a reason for the Club staff to exclude parents/guardians from entering the building or may include terminating the membership of the youth. If a parent has an issue they need to discuss, they should make an appointment with the site director. BGCDT reserves the right to wait 24 hours before meeting with a parent if the director feels the parent needs time to calm down.

Any disciplinary action involving any club member is considered confidential information within our organization and can only be shared with the club member's parent or guardian.

Zero Tolerance Policy

As previously stated, the Boys & Girls Clubs of Dundee Township strives to provide a Positive Place for Kids. The safety of our members is our primary concern and therefore we have no tolerance for fighting or bullying. If a child acts out in an aggressive manner with the intent of harming another child, he/she will be suspended for no less than 1 day. We understand each

altercation is different and some incidents are more severe than others, our discipline may vary depending on each individual incident.

Examples of Unacceptable Behavior

- Use of inappropriate language and gestures.
- Inappropriate touching, hitting and fighting (includes play fighting).
- Presenting a danger to oneself or other Club members, staff or volunteers.
- Bringing weapons or dangerous articles to the Club.
- Bringing alcohol, drugs, vaporizers or tobacco to the Club.
- Vandalism of Club property.
- Visiting off-limit areas of the Club.
- Disobeying rules or staff or volunteer direction especially rules established for field trips and vehicle-rider safety.
- Leaving the group setting without permission.
- Stealing.
- Harassing Club members, staff or volunteers.
- Photographing or recording Club members or staff without their knowledge or permission. Inappropriate use of electronic devices.

Personal Belongings

All personal belongings brought to the Club or on Club sponsored field trips by a youth are the responsibility of that youth. The Club is not responsible for lost, damaged or stolen items. Please discourage youth from bringing

anything to the Club or on field trips that is not completely necessary, especially money. Necessary items, such as backpacks and jackets, should be clearly marked with the Club member's name. Items that are not collected from our lost and found in a timely fashion (2 weeks) will be donated to a local charity. Bikes ridden to the Club need to have a sturdy lock and chain. Club staff reserve the right to search any personal property if there is a safety concern.

Cell Phones and Personal Electronics

All cell phones, tablets, Chromebooks, personal electronics and other property brought into the Club are the responsibility of the Club member. The Club does not have a secure location to store these items and cannot be held responsible for any damage/theft.

All websites or games are limited at the discretion of the staff. Wifi is available at Club based on the school's wifi access. The Club reserves the right to look at phones, tablets, Chromebooks and other personal electronic devices and alert parents/guardians or the Carpentersville Police Department about inappropriate photos/content found or being shared. There may be times during programming where phones, tablets, Chromebooks and other electronic devices are not permitted. Taking photos or videos on any electronic device while in bathrooms at the Club or on Club sponsored field trips is strictly prohibited. Club members may take photos around the Club and during field trips but video recording on personal devices while on Club grounds is strictly prohibited, unless given prior approval. The Club prohibits any social media contact, texting, phone calls or contact on personal devices between Club members and staff or volunteers outside of the BGCDT system.

Telephone Calls

The telephone at the Club is for business and emergencies. Calls will be allowed only to and from parents/guardians and should be kept to a minimum time. Unless an incoming call to a Club member is from a parent/guardian, a message will be taken rather than calling the Club member to the telephone.

Field Trips

The Club provides a variety of opportunities for members to participate in activities off of the Club's premises. Each trip requires a signed permission slip and payment of any necessary fees prior to departure. All Club rules extend to field trips. A parent/guardian will be called to remove a Club member from the field trip, at their cost, if the Club member fails to follow the rules and general Club expectations for appropriate behavior found in this handbook. A parent/guardian must be available by telephone at all times during any Club-sponsored field trip in the event a staff member needs to contact them.

Transportation

Transportation varies depending on the Club site. For specific routes contact the appropriate Site Director. Transportation routes are subject to change.