



BOYS & GIRLS CLUB

CLUB HANDBOOK

Resource for Parents, Members, and Staff

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

Contents

Welcome to the Club.....	3
About the Club.....	3
Membership Eligibility.....	4
Club Programming.....	5
Health and Safety Procedures.....	5
Member Expectations.....	8
Parent or Guardian Expectations & Communication.....	11
Staff Expectations, Screening, and Organization Chart.....	13
Transportation Expectations & Procedures.....	16
Appendix.....	17

Welcome to the Club

This handbook is to serve all families & members of Boys & Girls Club as well as those schools in partnership with Nita M. Lowey 21st Century Community Learning Centers.

Boys & Girls Club (The Club) of Aurora, Elgin, Hanover Park, Schaumburg, South Elgin and Streamwood would like to welcome you to our family! The Club provides a safe, fun and affordable place for your child(ren) to go during out-of-school time to connect with caring, trained professionals and engage in enriching programs and activities.

This Club Handbook has been created as a reference guide for parents, members, and staff. It contains vital information about our program and expectations. Our Club has expectations that every member must follow to ensure a safe experience for all. Please take time to read and review the entire handbook. If you have any questions or comments, please ask your site staff or call the Clubhouse at 847-608-5017.

About the Club

Boys & Girls Club of America is a national organization which promotes positive youth development by providing a variety of age-appropriate programs and activities for school-age children aged 6-18.

We aim to provide a world-class Club Experience that assures success is within reach of every young person who enters our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

The Mission of the Club

- To enable all youth, especially those that need us most, to reach their full potential as productive, caring, responsible citizens
- “Whatever it Takes” to create “Great Futures” for youth

Our National Outcome Areas

- **Healthy Lifestyles** - To help youth engage in positive behaviors that nurture well-being, set personal goals and grow into self-sufficient adults, including daily physical activity, healthy food choices and an appreciation for the outdoors.
- **Academic Success** - To help youth achieve academic goals, stay in school, explore career interests, learn new skills and consider post-secondary options.
- **Character and leadership** to empower youth to become engaged in the Club and the community, sustain meaningful relationships, respect one another and participate in the democratic process.

Our Local Outcome Areas

- Academic Support & Learning Loss Recovery
- Social and Emotional Support & Learning
- Workforce Readiness & Social Justice

We have learned that the level of impact a Club has on young people depends on how often and how long members participate, as well as how well the Club implements the following **Five Key Elements**:

- **Safe, Positive Environment** – Club staff, facilities, program and age-appropriate settings create stability, consistency and a sense of physical and emotional safety for members. The Club provides structure and clearly defines acceptable behaviors.

- **Fun** – Club generates fun for members. Members develop a strong sense of belonging through connections they establish with staff and peers. Staff members make the Club feel like home, fostering a family atmosphere and creating a sense of ownership for members.
- **Supportive Relationships** – Club youth develop meaningful relationships with peers and adults. Staff members actively cultivate such relationships to ensure that every member feels connected to one or more adults and peers. Staff members demonstrate warmth, caring, appreciation, acceptance and proper guidance in their connections with members.
- **Opportunities and Expectations** – Club youth acquire physical, social, technological, artistic and life skills. Clubs encourage members to develop a moral character and behave ethically. Staff members establish and reinforce high expectations and help young people do well in school and pursue a post-secondary education.
- **Recognition** – Clubs recognize and support young people’s self-worth and accomplishments. Staff members encourage youth and provide positive reinforcement as they make improvements and experience successes. The Club showcases young people’s achievements.

Membership Eligibility

The Boys & Girls Club is committed to creating a positive and inclusive environment for youth of every race, gender, gender expression, sexual orientation, ability, socio-economic status, religion or cultural belief. We want all young people to have a high-quality Club experience so that they feel physically and emotionally safe; receive support and recognition from caring adults who set high expectations for them; are given opportunities to try new things; have fun; and feel a sense of belonging at the Club.

Disability Inclusion

BGCE welcomes all children and is committed to act in a non-discriminatory manner and to make reasonable accommodations to provide equal opportunity and service to individuals with disabilities and other complex needs.

- a. **Inclusive Environment:** BGCE staff members will work with families to understand special needs of children seeking accommodation, and to identify modifications necessary to support the disability. Staff will work to integrate individual accommodations as safely and feasibly achievable.
- b. **Staff Training and Development:** Training and support is provided to ensure that staff members are competent to be aware of and to meet the developmental needs of Club members for which an accommodation is being provided. Club staff will work with parents to understand specific or individualized needs, and to identify additional support and resources as necessary and/or appropriate.
- c. **Confidentiality:** Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All staff and volunteers are trained on the need for confidentiality. Written records are stored in a secure location with limited access. No information subject to confidentiality is released without first receiving the written permission of the parent/guardian. This excludes the responsibility of mandated reports of suspected child abuse and neglect as outlined by applicable state law. Paper applications are destroyed upon entry into our MyClubHub database. Member information is archived for alumni tracking purposes. Records will be deleted upon request.

Guidance: Note that the term ‘reasonable accommodations’ in the Americans with Disabilities Act indicates that reasonable steps must be taken to provide services and should be accomplished by performing an individualized assessment of the child’s needs and the Club’s ability to effectively meet the demonstrated accommodation.

A checklist can be found here:

https://www.bgca.net/Programs/ProgramDocuments/Inclusion_Case_by_Case_Checklist.pdf.

Additional Factors to be considered include:

- Needs of person with disability
- Accommodation requested
- Supervision requirements
- Resources available to Club/program
- Impact on Club policies (i.e. prohibition of 1:1 contact)

Practical Considerations

- Approach conversations about accommodations with a spirit of cooperative problem solving. Communication with caregivers is critical to assessing whether the Club can effectively meet an individual's needs. Use the information gathered to determine what additional support could be put in place for youth.

Club Programming

Core Program Areas - The Club provides many different programs for youth who have a variety of interests and needs. Among those programs are the following:

- **Character and Leadership** – These programs help youth become responsible, caring citizens and acquire skills to participate the democratic process. Program participants also develop leadership skills and gain opportunities for planning, decision-making, and contributing to Club and community.
- **Education** – These programs are designed to ensure that all Club members graduate from high school on time, ready for a post-secondary education and a 21st-century career.
- **Career Development or Workforce Readiness** – These programs help prepare youth for success in their first jobs and helps them develop a plan to achieve their chosen careers.
- **Health and Wellness** – These programs develop young people's capacity to engage in positive behaviors to nurture their well-being, set personal goals and grow into self-sufficient adults.
- **The Arts** – These programs are designed to foster creativity in young people and give them outlets for self-expression. From photography to hip-hop, our arts programs have something that will inspire everyone.
- **Sports & Recreation** – These programs help members to develop physical fitness, reduce stress and promote a positive use of leisure time, appreciation for the environment and interpersonal skills.

Daily and Weekly Program Schedule – Varies

Health and Safety Procedures

Sick Child

The Club may refuse admittance to members and/or send members home from the Club due to any illness that keeps them from fully participating in the program. If a member has a fever of over 100.4° degrees or has a communicable disease (see list below), he or she will not be permitted to attend the Club that day. A parent or guardian will be notified to immediately pick up member(s). After notification, parents or guardians (or emergency contacts) must pick up the ill member within 2 hours.

Examples of specific illnesses where a member may be denied access to the Club:

- Fever
- Skin Rashes
- Live Head Lice
- Ring Worm
- Strep Throat
- Chicken Pox
- Any Contagious Illness
- COVID Symptoms
 - Fever of greater than 100.4°
 - Cough
 - Shortness of Breath

Accidents, Injuries & Medical Emergencies

In case of an accident or injury, Club staff are trained in basic first aid and CPR. The paramedics may be called for serious injuries. If so, a parent/guardian will be notified promptly, and the member will be transported to the nearest hospital accompanied by a staff member. In the membership application waiver, parents/guardians authorize the Club staff to obtain immediate medical care if an emergency occurs.

Medication & Allergies

Club staff will administer medication to Club members only if there is a signed Medication Authorization Form on file and only for current medication in its original container, labeled with the Club member's name. Staff may not dispense over-the-counter medication. Additionally, any serious allergies or conditions that we would need to be aware of or for which we would need to administer treatment (such as an EpiPen or inhaler) should be communicated with staff. An authorization form will need to be completed for any treatment.

Child Abuse

The Club is required to report suspected cases of child abuse and neglect to the Illinois Department of Children and Family Services.

DCFS Licensing & Liability Insurance

A center or home may be exempt from licensing from the Illinois Department of Children and Family Services (DCFS) because of characteristics such as school-age only services, number of children in care, and school or religious affiliation. Licensed-exempt childcare homes and centers receiving payment through the Child Care Assistance Program must complete annual trainings, including health and safety & CPR/First Aid, and participate in annual monitoring visits.

The Club is an entity operating a program exempt from childcare license standards and will maintain a minimum level of liability insurance as determined by the Department of Children and Family Services (225 ILCS 10/2.09) for such license-exempt programs.

Safety Procedures

The Club has adopted policies and procedures for the following additional safety requirements:

- Employee and volunteer emergency preparedness and practice drills;
- First aid kits are maintained at all sites and are ready to use;
- A working telephone is available onsite and accessible at all times;
- Emergency phone numbers are posted onsite

The Club will comply with the applicable standards of the Illinois Department of Public Health (77 Illinois Admin. Code 750) and the local health department, the Illinois State Fire Marshall (41 Illinois Admin. Code 100) and local fire department and will retain on premises at all times records of those inspections.

COVID Procedures – See Additional COVID Manual

Restroom Use Policy

Having clear policies and procedures is an important step in preventing behaviors such as bullying, sexual misconduct, fighting, and vandalism. It is recommended that each individual site operated by the BGCE develop and document practical policies, procedures, and strategies for ensuring the safety in each facility.

Best practices used by Clubs include:

- Issuing restroom passes or keys
- Prohibiting mixed age groups (children, teens and adults) from sharing a restroom
- Limiting the number of restroom users at one time
- Positioning staff near restroom entries
- Implementing a restroom inspection and monitor schedules
- Designing restrooms to eliminate doors but maintain privacy

The BGCE is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

Restrooms shall be regularly monitored by designated staff at a schedule set by Club leadership. Monitoring includes walk-throughs or inspections.

Staff shall

- Only use designated adult restrooms. Should separate restrooms be unavailable, staff shall use restrooms at designated intervals to ensure they are not using restrooms at the same time as youth members.
- Abide by all staff codes of conduct.
- Enforce the Organizations' restroom code of conduct.
- Intervene and notify Club leadership should inappropriate conduct be observed
- Ensure restrooms are regularly cleaned and sanitized.

Staff observing unacceptable restroom conditions shall

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

Club members are expected to use restroom facilities independently. Staff members are not permitted to enter student restrooms and support with toileting.

Club members in kindergarten through second grade (or older if applicable) are required to bring an extra set of clothing (underwear, pants/shorts, shirt and socks) each day with them to the Club. It is recommended to pack it in a plastic bag. Members will need to change clothes independently, so parents must pack clothing that members can successfully change into. If any members exhibit regular bathroom accidents, a parent meeting will be held to discuss solutions to support young members as they adjust to the Club setting.

Member Expectations

Club Behavior Expectations

- We are Respectful
- We are Responsible
- We are Safe
- We are Engaged
- We are Kind

General Member Expectations

- General Expectations
 - Use appropriate language
 - Keep hands and feet to self
 - Respect staff, peers, and yourself
 - Stay in program area unless given permission to leave
 - Participate in programs
 - Keep personal belongings in a designated area
 - Consume outside food & drink only with staff permission
- Cell Phone and Chromebook Use
 - Cell phones & Chromebooks will be allowed during certain program times
 - All content & sites must be appropriate. Inappropriate sites or apps include anything with weapons, violence (including Fortnite), mature content, cyberbullying, or inappropriate video and photo sharing (including TikTok).
 - Members are responsible for their devices during Club hours
 - When you use a cell phone you agree to the following code of conduct:
 - I will not text or post hurtful comments.
 - I will not lend my phone to anyone or accept anyone else's phone.
 - I will not take or post pictures of others without their permission.
 - I will only watch, stream or play appropriate material while at the Club.
 - I will not use my cell phone during meetings, announcements, or any other time a staff or volunteer is addressing me.
- Bathroom Use
 - Ask for permission before using bathroom
 - One male and one female member in the bathroom at a time
- Hallway Use
 - Members will not travel in the hallway without supervision unless given permission
 - Member must have a hall pass if they are in the hallway without a staff member
 - Members will be discouraged from getting items from their lockers unless it is urgent (maximum of 2 times per quarter).
- Departure from Club
 - Parents or guardians must call or text the Club phone not the member's personal device
 - Members need to exit the building through the designated door for Club
 - Members are not permitted to re-enter the building or Club

Discipline Procedure

The Club sets high standards for their members. All members understand that there are negative consequences for negative behavior and positive rewards for positive behavior.

- **First Step** – “Why” & Reminder of Expectations
- **Second Step** – Warning & Reminder of Expectations
- **Third Step** – Written BGC Behavior Notice & Consequence
- A parent/guardian may be contacted and school personnel if necessary

We do not allow possession of tobacco, drugs or alcohol, fighting, stealing, bullying, damage to property, pulling the fire alarm, and disrespect, harassment, or threats made to any Club member or staff member. The Club also holds a zero-tolerance policy regarding weapons. Members found to have brought any kind of weapon to the Club will be immediately withdrawn and if the action warrants, the police department will be notified.

As disciplinary issues arise; they are handled on a case by case basis. For less severe offenses, members will be given a fair consequence while at the Club. For more severe offenses, parents will receive a phone call and may need to participate in a parent conference before the member can return to the Club again. Members who refuse to comply with the Club rules may be suspended until further notice.

Attendance & Check-In

All members must sign in or scan in as soon as they arrive to their school site, center, or Clubhouse. Members that have been issued a Club ID card are responsible for bringing it every day. Parents or guardians must sign-in their child(ren) if they are dropping them off. Members who ride the bus will sign-in as soon as they arrive to the building.

Personal Belongings & Lost and Found

The Club is not responsible for lost or stolen items.

All hats, backpacks, coats, and any other extra items should be stored in the designated area upon arrival at the Club. All cell phones, electronic devices or money must be kept in backpacks unless otherwise permitted by a staff member for a specific circumstance. All bikes and scooters must be left outside in designated areas.

Shoes must be worn at all times. Items of clothing taken off and left unattended (i.e. hooded jackets) will be deposited in lost and found.

Inappropriate clothing will not be tolerated. Examples include: shirts or items using racial, ethnic, and/or gender put-downs, shirts or items portraying inappropriate language or symbols, shorts or skirts shorter than fingertips when arms are relaxed at one's sides, clothing that reveals undergarments (bras, briefs, boxers), see-through mesh type clothing, chains that hang off clothing, shirts that don't cover the torso (no bare midriffs), spaghetti straps, low cut or V-neck shirts exposing chest cleavage, gang-related attire, including bandanas, and bare feet.

Guest Policy

For security and safety reasons, we don't allow members to bring non-Club member guests to Club during normal program days, vacation, or non-school days.

School Attendance

Members who do not attend school in any given day, may not attend the Club on that same day.

Computer & Technology Use

Boy & Girls Club recognizes that technology is a tool for instruction which should facilitate and enhance the members educational goals. Internet access is one of the technology tools that can provide positive learning experiences for students. Because of the unique nature of Internet, the staff will provide guidance and instruction to members in the appropriate use of that resource. Those responsible for member Internet access will monitor its use so that maxim instructional benefit will result. Boys & Girls Club's electronic network is part of the curriculum and is not a public forum for general use. Members should not expect that email or files

stored on Boys & Girls Club servers will be private. Boys & Girls Club reserves the right to log technology use, to monitor fileserver space utilization by members, and to examine members' files and materials as needed, and at its discretion. Members must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the Boys & Girls Club. Members are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. Member Users of Technology Will:

- Use or access Boys & Girls Club technology only for educational purposes.
- Comply with copyright laws and software licensing agreements.
- Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.
- Respect the privacy rights of others.
- Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Abide by the policies and procedures of networks and systems linked by technology.

Member Users of Technology Will Not:

- Access, download, create, send or display offensive messages or pictures.
- Use harassing, offensive, obscene or defamatory language.
- Harass or attack others.
- Vandalize or damage computer equipment, systems, networks, hardware, software, data or programs.
- Spread computer viruses.
- Violate copyright laws or software licensing agreements.
- Use others' passwords or accounts.
- Misrepresent themselves or others.
- Trespass in others' folders, work, or files, or gain unauthorized access to resources or entities.
- Reveal their personal address or phone number, or those of other users.
- Use District technology for non-school purposes or personal financial gain.
- Use technology for any illegal purpose or activity.

Club Program (Site) Phone

Members may use the Club phone to contact parents or guardians or vice versa.

Food Policy

To prevent issues with allergies, the Club discourages members from bringing outside food and drink to Club. If members are allowed to bring outside food and drink, it must be consumed in a designated location (usually the cafeteria) and at designated times. All gum and candy must be kept in backpacks.

Every day, all members are given the opportunity to eat provided meals or snacks. If your child has a food allergy, please document that allergy on the membership form. Members with allergies or food restrictions will be allowed to bring food from home for mealtimes.

Parent or Guardian Expectations & Communication

How We Serve Families of Our Members

The Boys & Girls Club proactively communicates with families and caregivers, both formally and informally. They reach out to families and caregivers to communicate about Club activities, meet face-to-face to discuss their children's development, actively engage them in Club life, refer them to community services and agencies, and provide opportunities for family engagement and education.

All families that attend a school that hosts a Nita M. Lowey 21st Century Community Learning Center are eligible to participate in the family engagement activities and educational opportunities. Each month, Boys & Girls Club offers an activity for both the family and their child or just for adult family members. Activities may include, but are not limited to the following: Arts, STEM, Literacy, Sports & Recreation, Social-Emotional Learning, Community Service, and Workforce Development. Select activities are designed for adult learning only and will include childcare. All activities are shared with families through print and digital marketing.

Club Updates – Texting Service

The Club will utilize a texting service for updates and reminders. We will utilize the primary contact on the membership application for this service. Parents and guardians can choose to opt-out of receiving these messages.

Communication Procedure

Parents and guardians are an essential part of the Club's mission to serve youth. We encourage parents and guardians to speak with Program Managers & Coordinators. The Program Manager or Coordinator is the first point-of-contact for any questions or concerns. If you have additional questions and concerns that cannot be answered by a Program Manager or Coordinator, please call 847-608-5017. The Area Manager who oversees the site location will return your call.

Household & Emergency Contacts

We ask that you keep household and emergency contacts up to date. Please inform the receptionist or Program Manager or Coordinator of any changes to contact information. A member will not be allowed to leave with anyone who is not listed as an emergency contact or authorized for pick up.

Late Pick-Up

Please arrange for your child to depart the Club by closing time. You will be charged \$10 the first 15 minutes past our closing time per family and \$1 for every additional minute beyond that point in time. If you are charged a late fee, your child may not return to Club activities until all fees have been paid or prior arrangements have been made. The Club reserves the right to contact the appropriate authorities for assistance when members are not picked up by a reasonable time and after all emergency contact alternatives have been exhausted.

Parent & Guardian Code of Conduct

As a parent or guardian of a Club member, I understand the impact I have on the lives of children involved in our programs. The examples I set and the attitudes I take are the driving forces in creating a positive atmosphere. It is this positive atmosphere from which our kids can best build self-esteem and develop character.

Therefore, I will:

1. Refrain from use of alcohol, drugs or tobacco products prior to and during the time I am at a Club site.
2. Refrain from profanity.
3. Refrain from verbally, physically or psychologically abusing any member, staff, volunteer, or individual working at the Club.
4. Teach and demonstrate respect to all Club members, staff, and volunteers.
5. Follow facility rules and regulations and respect at all times the properties of others.
6. Promote child growth and development in a positive and supportive manner.

Membership Fee Terms and Conditions

1. **Responsibility for Membership Fee:** I acknowledge that I am responsible for the monthly membership fee of [insert amount] that has been determined based on my income.
2. **Payment Schedule:** I understand that the membership fee is due by the 7th day of each month, commencing from the first month of my child(ren)'s enrollment.
3. **Payment Method:** I understand that payments will be facilitated through MyClubHub and can be made in advance. Setting up autopay on my account is the recommended method for payment convenience.
4. **Payment Reminder:** I understand that if my payment has not been received prior to my child(ren)'s start date, I will be contacted for payment to ensure timely processing.
5. **Consequences of Late Payment:** I understand that failure to pay my assigned membership fee by the 15th day of the month may result in the suspension of my membership until the outstanding fees are paid in full. It is my responsibility to speak with the enrollment team if I am unable to pay my assigned membership fees and need additional support.

By agreeing to the terms, I acknowledge my responsibility to adhere to the outlined payment schedule and understand the consequences of late or non-payment.

Staff Expectations, Screening, and Organization Chart

Staff Attendance & Check-In

- Arrive on time to your shift following the attendance policy in the handbook
- Check-in with the main office to register on the visitor or staff log
- Report to meeting location for program set-up
- 2 staff will be present on site until the final member leaves for the evening
- Staff must call off by 9am the day of their shift for an illness or emergency and request off 2 weeks in advance for vacation or other time off needs

Dress Code

- Club shirts will be worn at all times unless a special event is taking place
- ID will be worn at all times once delivered to staff
- Appropriate pants/shorts and shoes will be worn at all times

Staff Personal Belongings & Food

- No outside food & drink (except water) during program hours
- All personal belongings should be stored in designated area
- NO personal cell phone use during program time (electronics may be used for programs only)

Walkie Talkies

- Have walkies on at all times
- Do not let members have walkies
- Call out the member name in your area when someone is leaving
- Respond with the walkie as quickly as possible
- Do not use the walkies for general conversation
- Do not share private information over the walkie (behavior issues, medical emergencies, etc.)

Supplies

- All supplies should be returned to the designated area at the end of EACH program
- If supplies are missing, broken, or used, notify the program manager or program coordinator
- Supplies/equipment belonging to the school should not be used unless with permission

Cleaning

- See "Cleaning Check List" for responsibilities at the end of shift
- Leave the building/space in the condition you found it
- Return any desks, tables, or furniture to its original position/configuration
- Notify the custodian or site coordinator of any cleaning issues or broken items

Reporting Issues

- Accident/Injury
 - Complete Injury Report
 - Notify Parent/Guardian
 - Depending on the severity, notify school personnel and Director of Program Services (DPS) or Chief Operating Officer (COO)
- Other Incident (Fight, Potential Abuse, etc.)

- Complete Incident Report
- Notify Police, DCFS, or other Professional
- Depending on the situation, notify the parent/guardian, school personnel, and DPS or COO
- Facility Issues
 - Complete Incident Report
 - Notify Custodian, Site Coordinator or Designated School Contact
 - Contact DPS or COO to discuss damages

Background Checks & Child Abuse Training

The Club conducts criminal background checks of all employees, including minors, board volunteers, volunteers who serve on a standing or enumerated committee, advisor or otherwise; and on all volunteers including minors who have direct, repetitive contact with children. Name-based or fingerprint-based record searches may be used in any combination but shall, at a minimum, a) verify the person's identity and legal aliases, b) perform and maintain authorization and results of checks through the Illinois Sex Offender Registry and the National Sex Offender Registry and c) perform and maintain authorization and results of criminal history checks through the Illinois State Police and FBI. Such checks shall be conducted prior to employment and at regular intervals not to exceed twelve (12) months.

The Club will make hiring decisions in accordance with the prohibition against barrier crimes as specified in Section 4.2 of the Child Care Act of 1969, as amended or in Section 21B-80 of the Illinois School Code.

The Club will also perform and maintain authorization and results of a child abuse and neglect registry check of the Illinois Child Abuse and Neglect Tracking System (CANTS) for all employees and volunteers who work directly with children, to verify that each employee's name must be cleared and to document the person does not have a record on this registry. Such checks shall be conducted prior to employment and at regular intervals not to exceed twelve (12) months.

Qualifications & Training

Our staff is carefully selected for their experience and interests. They are all screened and trained to ensure the safest, highest quality programs for our members.

Supervision

- Supervision of Program Spaces
 - Staff to member ratio will remain 1 to 15
 - Members must remain in program area unless given permission to exit
 - Staff will circulate program area to ensure safety & participation
 - Staff will maintain a 2-deep rule for safety – No 1-on-1 interactions
- Supervision During Transitions
 - Members may not travel in the hallways without a staff member present or a hall pass
 - Member must remain with the group during transitions
 - Voices should remain at a reasonable level
- Supervision for Exiting the School
 - Pick-Up
 - Parents/Guardians must call or text the Club phone if they are picking up a member
 - The member will be called out over the walkie talkie
 - Walk
 - Members must have permission on their membership form if the request to walk home
 - The member is allowed to walk home at any time throughout Club program
 - Bus
 - A list of members utilizing the activity or Club bus will be provided for drivers

- Members will walk together to the bus for departure
- Members who have signed out of Club must leave the school building & property

Transportation Expectations & Procedures

Transportation Rules and Expectations

The Club provides transportation to members by picking up and dropping off at designated locations and for local fieldtrips. All members that ride the bus must understand and follow all rules. If a member cannot follow the rules, they will not be able to ride the bus in the future. Please understand that transportation at the Club is a privilege.

Bus Rules

- All Clubhouse rules apply to members who are riding the bus
- Members must remain seated until the bus stops and instructed by the driver to depart
- No eating or drinking allowed
- Members must speak at a reasonable volume – please refrain from shouting
- Members must keep hands and all body parts inside the windows
- Members may not open or attempt to exit through the emergency door

Only authorized staff members may transport members during club hours. No staff member may ever transport a member in their personal vehicle under any circumstance.

Field Trips

Members are asked to follow all field trips rules and expectations listed below. The Club reserved the right to revoke a member's field trip privileges due to behavior issues or misconduct.

Field Trip Rules and Expectations

- Members must have a signed field trip form on file to attend field trips
- Members must be on time for the trip. Exact departure and arrival times for the trip will be listed on the field trip permission form. Buses departing for trips will not be held for members who arrive late.
- Staff will review expectations with members before departing for the trip. Additional safety expectations may apply depending on the type of field trip.
- Members cannot be dropped off or picked up from the field trip. All drop-off and pick-up must take place at the Clubhouse.
- Members may be asked to wear certain clothing on the trip. Any clothing requirements (or provided clothing) will be listed on the field trip permission form.
- The Club is not responsible for lost or stolen personal items. Items will be left on the bus or will be taken with the member at the field trip location. Members are responsible for carrying their items during the trip.
- Members are discouraged from bringing money on trips.

Emergency Family Reunification Sites

Family Reunification Protocol After an Evacuation

- Parents who are not with their children at the time of an evacuation will be notified, when it is safe, where they can be reunited with their children.
- Designated personnel, along with law enforcement, will check the identification of those entering the reunification area and provide them with name tags, if available.
- Designated personnel, assisted by law enforcement, will coordinate the signing out of those in the reunification site. Anyone picking up a child, under the age of eighteen, must be a verified person on the minor's check out card authorized to pick up the child.
- A mental health professional or counselor should be assigned or secured to calm those waiting at the reunification site and distribute information sheets on traumatic stress reactions.
- Reunited families should be encouraged to leave the reunification site promptly.
- Those who have not been picked up from the reunification site by a certain time will be taken to a secure area until a family member comes. Media Liaison and Parent Liaison will relay the message to the local Club community of the new pick-up site where family members can pick up their loved ones.

EVACUATION/FAMILY REUNIFICATION SITES

Clubhouses will be the primary Evacuation/Family Reunification Sites for clubs' location in Elgin, Streamwood, and Hanover Park. The following sites are listed in priority order as potential family reunification sites. The nature of the emergency should be evaluated before members are evacuated to one of the Family Reunification Sites.

Elgin

1 Centre of Elgin

100 Symphony Way, Elgin, IL 60120

Daytime Cell: 847-354-0764

Contact: Brett Lind

Additional Contacts:

After 5pm: 947-514-6051 Building Supervisor

9am-6pm: 847-531-7000

Front Desk

5am-9pm: 847-531-7025 Fitness Desk

8am-5pm: 847-931-6123

Administration

3 Elgin Clubhouse

*For school-based sites near location

355 Dundee Avenue, Elgin IL 60120

Office: (847) 608-5017

Contact: Priscilla Davis

2 Bethesda Church of God

454 Hickory Place, Elgin, IL 60120

Office: (847) 888-2209

Contact: Cedric Simmons

4 The Kingdom Advancement Center

378 Division Street, Elgin, IL 60120

Office: (312) 473-5740 Contact:

Tiffany Henderson

Cell: (630) 327-8705

South Elgin

1 Pending confirmation from U46 SD.

2 Pending confirmation from U46 SD.

Streamwood & Hanover Park

1 Park Place Family Recreation Center
550 S. Park Blvd. Streamwood, IL 60107
Fitness Counter: 630-483-3017
Contact: Jeffrey Janda
Cell: 630-483-3162

Schaumburg

1 Pending confirmation from SD211.

Aurora

1 Pending confirmation from SD129. 2