Club Administration

BOYS & GIRLS CLUB
OF EL DORADO COUNTY
WESTERN SLOPE

Phone: 530.295.8019.
P.O. Box 2535, Placerville, CA 95667
www.BGCE.org
bgcinfo@bgce.org

Sean McCartney
Chief Executive Officer
530.719.3115
Sean@bgce.org

Ellie D'Amico
Director of Administration
530.719.3114
Ellie@bgce.org

Cody Diamond
Director of Music & Media
530.719.3128
Cody@bgce.org
Club Hours & Contact Info

Georgetown Clubhouse
8:00 AM-6:00 PM

Becky Hannaleck
GT Unit Director
Becky@bgce.org
530.719.3120

GT Front Desk: Nicole
530.719.3128
Nicole@bgce.org

Placerville Clubhouse
7:30 AM-6:00 PM

Boston Abbinett
PV Unit Director
Boston@bgce.org
530.719.3113

Front Desk: Vanessa
530.719.3112
Vanessa@bgce.org

Cool Clubhouse
8:00 AM-6:00 PM

Feather Abbott
Cool Unit Director
Feather@bgce.org
530.719.3123

GT Front Desk: Grace
530.719.3123
Grace@bgce.org

Pollock Pines Clubhouse
8:00 AM-6:00 PM

Kelsi O'Neill
PP Unit Director
Kelsi@bgce.org
530.719.3125

Front Desk: Tara
530.719.3118
Tara@bgce.org
Camino Clubhouse
8:00 AM-6:00 PM

Club Staff TBD, if you have questions please email:

Bgcinfo@bgce.org
Summer Camp Dates

Pollock Pines: June 9th-August Date TBD

Placerville: May 31st-August 8th

Cool & Georgetown: June 6th-August 11th

Camino: June 5th-August 8th

All Clubs Closed: July 4th!
Policies & Procedures
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Pick-Up Policies & Procedures:
- Parents are required to exit their vehicles, go to the front desk, and sign out their members.
- We will only release members to people that are on the member's approved pick-up list.
- To add someone to your child's pick-up list, please contact the Front Desk.
- Staff will ID anyone they do not recognize that comes to pick up a member. Please be prepared to show your ID at pick-up daily.
- Late Fee: If you will be late picking up your member please call the Front Desk and let them know as soon as possible. After the Clubhouse closes (see Clubhouse hours on page 3) you will be charged $1 per minute per member. Please note: In the event your child is left at the program and no parent/guardian or emergency contact can be reached 45 minutes after the program closes, staff may call the El Dorado County Sheriff's Department and will release custody of that/those child(ren) to the Sheriff's Department.

What to Bring & Wear:
Please make sure your member is ready to participate in an active day. Members should wear comfortable clothes and comfortable shoes. Please note that members will be active and participate in messy activities, so expensive/special clothing is strongly discouraged.

Cell phones:
Cell phones are not allowed to be used in the youth programs. Teens may use their phones for music and games during designated times (social media prohibited at all times). BGCE is not responsible for lost or broken phones if you chose to send one with your member. Please see our Bring your Own Device Policy for more information in determining whether to send your member with a cell phone. If you need to get in contact with your member at any time during the program please call the Front Desk.

BGCE is not responsible for any lost items!

Internet Use policy

The Boys & Girls Club of El Dorado County Western Slope provides internet access to Club members. While the Club goes to great lengths to protect members from inappropriate content, no system can completely guarantee that such material cannot be accessed. The Club prohibits the use of any data containing pornography, sexually orientated material, or that encourages hatred/violence or any actions that are considered crimes in the United States of America. If any member comes across material that may be considered offensive or makes them feel uncomfortable in any way, they are to leave that site immediately. Members who are found to be in violation of the Boys & Girls Club Internet Acceptable Use Policy may face disciplinary measures including computer usage restrictions, parental notification, suspension from the Club, termination of membership, and/or possible civil and criminal penalties. The Club will attempt to administer these disciplinary measures appropriately with regard to the seriousness of the member's offense. The rules have been designed as guidelines for proper behavior and in no way can they cover every conceivable incidence of conduct by Club members. Club staff will use their own discretion in determining obvious misbehavior by members.
**Policies & Procedures**

**Medication:**
If your member needs to take medication during the day please contact the Front Desk for a Medication Distribution Consent Form. This form needs to be completed by the parent/guardian and physician; and medications need to be provided in their original, labeled bottle or box. Medications will be kept in a locked cabinet at the Front Desk. Members may not keep medication (see form for exceptions) in their backpacks or on their person. Please see Medication Form for more information.

**Meals & Snacks:**
BGCE provides all members with a scratch made breakfast, lunch, and afternoon snack using fresh and whole-grain ingredients. Monthly menus will be posted at bgce.org/food.

**Special Dietary Needs:**
BGCE provides meals to all members who attend the program. These meals follow a pre-set menu that includes a meat or meat alternate, grain, fruit, vegetable, and milk. BGCE can support special meal or other accommodation requests based on medical or religious reasons. If your child needs a special meal or other accommodation, please complete the "Medical Statement to Request Special Meals and/or Accommodations" form. This form can be requested at the Front Desk and must be submitted at least 5 business days in advance of when special meals are requested.

**Nut Free Policy:** BGCE is a nut free facility.

**Personal Items:**
All members are asked not to bring any personal items that are not strictly necessary. This includes but is not limited to: BAGS, TOYS, GAMING DEVICES, STUFFED ANIMALS, BLANKETS, BOOKS

**BGCE is not responsible for any lost items!**

**Fundraising Policy:**
Members are not allowed to sell items for school or other fundraisers at the club.
The Boys & Girls Club of El Dorado County Western Slope adopts this policy to maintain a safe and secure environment for members, staff, volunteers, and others.

A personally owned device includes all member-owned existing and 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. Emerging technologies and devices include but are not limited to cell phones, computers, tablets and storage media (e.g., flash drives), as well as communication tools including social media sites, text messages, chat and websites.

Not all devices are covered within this policy. Unacceptable devices in this policy include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers and televisions. Club purposes 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 ask staff when they aren't sure of the permissibility of a particular use of technology prior to engaging in the use.

Personally owned devices are permitted for use during Club time 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.

Any inappropriate use of a 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.

Inappropriate communication includes, but is not limited to, 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 others; knowingly or recklessly posting false or defamatory information about a person or organization; and 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.

Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is bullying that takes place using emerging technologies and devices. Examples of cyberbullying include mean text messages or emails; rumors sent by email or posted on social networking sites; and embarrassing pictures, videos, websites or fake profiles. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club member, Club staff or community is subject to disciplinary action.

Members must be aware of appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages and material posted online by members.

Monitoring and inspection. Boys & Girls Club of El Dorado County Western Slope reserves the right to monitor, inspect, copy and review a 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.

Internet access. Personally owned devices used at the Club are not permitted to directly connect to the Internet through a phone network or other content service provider. Personally owned devices must access the Internet via the Club’s content-filtered wireless network. Boys & Girls Club of El Dorado County Western Slope 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 device 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.

Parental notification and responsibility. BGCA's Internet Acceptable Use Policy restricts the access of inappropriate material. However, supervision of usage may not always be possible while members use the Internet. Due to the wide range of material available on the Internet, some material may not fit the particular values of members and their families. Because of this, it is not practical for BGCA to monitor and enforce a wide range of social values in student use of the Internet. If parents do not want members to access information beyond the scope of the Internet Acceptable Use Policy, parents should instruct members not to access such materials.
Safety
Active Supervision by Staff
We intentionally observe members at all times. Staff position themselves so that they can observe all members in their area: watching, counting, and listening at all times.

Video Surveillance
All sites are monitored by closed-circuit video surveillance.

24-Hour Toll-Free Child Safety Hotline
Through our national partnership with Praesidium, one of the nation’s leading safety experts, BGCE members and staff have access to a confidential 24-hour toll-free Child Safety Hotline by phone at 866-607-SAFE (7233) or email SafeClub@Praesidiuminc.com.

Safety Trainings
We participate in a wide variety of child safety training. We also engage leading third-party safety experts to provide guidance for our policies and approaches. Required Immediate Reporting BGCE staff and volunteers are mandated reporters. We are required to report any critical incident/ safety concern to local authorities immediately.

State & Local Laws
We comply with federal, state and local safety laws, including those impacting facilities and vehicles.

Mandatory Background Checks
Mandatory FBI & CA-DPJ background checks are required for each staff, board member, and volunteer at BGCE.

Safety Partnerships
We work with national & local partners in the areas of safety, security, and technology to develop state-of-the-art safety solutions for Clubs.

BOD Safety Committee
BGCE has a dedicated safety committee to provide input and guidance on local policies and safety strategies.
Their priorities & initiatives include partnership with local law enforcement, oversight

Restrooms
Members and staff are asked to only use restrooms dedicated for their use. Every facility is equipped with an adult restroom that should only be used by staff. Kids’ restrooms may only be used by Club members. Designated support staff will ensure that not more than two members are in the restroom at a given time.

For additional details on our Safety Policies & Procedures please visit bgce.org/safety.
**Green - Redirect**
- Actions that need to be noted
- Phones
- Minor defiance
- Cussing (1st time)
- Minor fights-pushing, shoving
- Multiple Green/Redirects (same behavior) = Yellow at the Unit Director’s Discretion

**Yellow - Requiring Parent Signature (at pick up or call home)**
- Member needs redirection by management
- Small confrontations
- Minor bullying
- Blatant defiance
- Minor Fights- pushing, shoving, etc.- resulting in physical harm requiring an accident report
- Vandalism
- Multiple Yellows (same behavior)= Red at the Unit Director’s Discretion

**Red - Suspension - Requiring Parent Signature & Immediate Call Home/Pick Up**
- Member needs redirection by management
- Major Bullying
- Major Fighting- resulting in physical harm requiring an accident report
- Leaving Campus
- Drugs
- Incidents resulting in an unsafe environment for members and/or staff
- Multiple Reds (same behavior)= Behavior Contract and/or review of Club membership qualification at the Unit Director’s Discretion

Please Note: Refunds will not be given in the event of a call home for pickup, suspension, or expulsion from the program.

![Behavioral Disturbance Report Form](image-url)
Accident Report Form

In the event of an accident, this form will be used to provide the Club a written response plan to the accident that is used by management in discussing what happened with the parent/guardian.

<table>
<thead>
<tr>
<th>Member Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td>Location:</td>
</tr>
<tr>
<td>Staff:</td>
<td></td>
</tr>
</tbody>
</table>

**ACCIDENT REPORT**

### DESCRIBE THE ACCIDENT:

### INJURIES:

### TYPE OF AID & PROVIDED BY WHOM:

### OTHER REMARKS & FOLLOW UP:

Parent/Guardian Signature: Date:
Emergency Procedures

Lockdown
1. Lockdown is called out on walkie.
2. All kids are quietly moved into the designated lockdown space.
3. Staff lock all doors, cover all windows, and clear restrooms.
4. Attendance is taken.
5. Kids remain in place until all clear is given by management.

Missing Child
1. Lockdown is called out on walkie.
2. All kids are quietly moved into the designated lockdown space.
3. All rooms and restrooms are checked by management.
4. Attendance is taken.
5. Kids remain in place until all clear is given by management.

Evacuation of Facility
1. Evacuation is called out on walkie.
2. Staff lead all kids out of the building(s) to the designated evacuation site.
3. All rooms and restrooms are checked by management.
4. Kids are to sit in quiet lines according to grade level, with one staff per line.
5. Attendance is taken.
6. Staff leads all kids back in the Club once all clear is given by management and/or first responders.
Camino
Cool
Georgetown
Placerville
Pollock Pines