



2021 Summer Programming

Club Support Center
Boys & Girls Club of Chicago
2102 W. Monroe Street
Chicago IL, 60612
(312) 235-8000

Welcome Parents and Guardians:

This handbook is designed to give members, parents, and guardians a helpful insight into the Boys & Girls Club of Chicago. In this handbook you will find detailed information about program activities, procedures, and policies to support your child in having a safe, positive and rewarding experience in our Summer program.

We are excited to welcome your child(ren) back to the Club this summer. That said, please know that the safety of our members is of the utmost importance to us, and camps will run in accordance with CDC guidelines and protocols. As a result, camp offerings will be different from those in previous years.

Please read carefully, if you have any questions please contact your Club Staff.

Our Mission Statement:

Boys & Girls Clubs of Chicago's mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Our Focus:

Serving nearly 20,000 youth ages five to 18, Boys & Girls Clubs of Chicago works to provide members with the emotional, educational, physical, and cultural resources that allow them to enjoy their childhood and thrive in adulthood. At our Clubs, they find caring mentors, avenues of opportunity and the tools they need to prepare for great futures.

Provide safe and meaningful activities for youth ages 5 to 18 years old. We strive to support Chicagoland youth in achieving good character and citizenship, academic success, and healthy lifestyles, among other accomplishments. We welcome all students with all abilities.

Core Beliefs:

Boys & Girls Clubs provide children and teens with:

- Safe, positive and inclusive environments in which to learn and grow
- Opportunities to develop positive, meaningful, and healthy connections with peers and youth development professionals
- High-quality programs and activities that build upon young people's strengths, allow them to explore new experiences, and help them develop skills for good decision-making
- Experiences that foster hope, a sense of belonging, and a purpose
- Opportunities for youth to lead, share ideas, and be heard and recognized

Summer Programs:

Members will participate in enriching programs and activities that include, but are not limited to:

- Social Emotional Learning
- Summer Brain Gain
- Triple Play
- STEAM
- Race and Racism in America
- And many other fun and meaningful opportunities

Membership:

Boys & Girls Club programs are focused on youth ages 5 to 18. All youth who attend the Club must become a registered member. Children and teens must have a completed registration form, signed by parent /legal guardian every year. This

application includes demographic and important medical information as well as parent/legal guardian contact information. All memberships are renewed on an annual basis.

Parents/Guardians are asked to inform Club staff if contact information or phone numbers change throughout the year.

Please note it is imperative to share all health concerns/issues with club staff, make sure to complete the assigned portion of the membership form and Special Care Form, if needed.

Code of Conduct:

- Promote a positive, safe, and healthy environment for all
- Be courteous and respect the rights, beliefs, and property of others and the Club
- Speak, dress, and behave in a responsible way
- Seek positive solutions for conflicts that support the learning and growth of all

Member and Parent Expectations:

All members and youth attending or participating in BGCC programs and activities must be able to comply with the BGCC member code of conduct, as well as Club rules and expectations. Each member's ability to comply with these guidelines helps to ensure that all participants receive a positive Club experience.

Boys & Girls Clubs of Chicago strives to maintain a Club environment that is built on respect for all. As such, there is a zero-tolerance policy for behaviors or actions that jeopardize the health, safety, and well-being of any individual(s) being served by or employed by the organization. This includes but is not limited to members, staff, volunteers, parents/guardians, and partners of the organization. BGCC reserves the right to terminate any membership based on the behavior of the child or parent/guardian. Negative behavior of a parent/guardian will be viewed as a violation of organizational policies and will be address immediately with actions up to and including suspension or termination of membership. In such instances, refunds are not issued for membership or camp dues.

Youth Development Strategy / Behavior Expectations:

BGCC staff use positive guidance and discipline methods that help youth achieve self-control, become responsible for their own behavior, learn how to get along well with others, and learn to make safe and healthy choices. We use positive reinforcement to redirect negative behavior. The expectation is that all members will follow the code of conduct and the set Club rules.

Examples of negative behavior are:

- Hurting other youth or staff (i.e. hitting, pushing, play fighting)
- Damaging equipment or property
- Child placing themselves or others in dangerous situations
- Disrespecting fellow Club member or Club staff
- Bullying (repeated negative behaviors that target a specific person with the intension to intimidate)

In the event that BGCC staff have concerns about your child's behavior, staff will document incidents and may take steps including, but not limited to, the following:

- Additional coaching or redirection
- Talking to the member about the consequences of negative behaviors
- Contacting child's parent or guardian via call or sending a note is sent home.
- Scheduling a meeting with parent or guardian.
- Developing a behavior contract.
- Suspending or dismissing the member from the program.

If a parent/guardian has a question/concern, please use the following procedures:

- Communication with the Club Director
- Contact the Club Support Center, **if the concern cannot** be resolved by the Club Director. 312.235.8000

Relations and Mandated Reporting:

BGCC staff members are youth development professionals that are trained to provide guidance and mentorship to Club members, as well as supervise Club programs in a safe and effective manner.

BGCC advocates child safety through prevention, intervention, and treatment of child abuse and neglect. All BGCC staff are mandated reporters of suspected abuse and neglect as defined by the Illinois Abused and Neglected Child Reporting Act. BGCC staff are obligated to report if they suspect a child is being abused or neglected to DCFS and Chicago Police Department.

Any concerns or questions contact our Human Resources Department at 312.235.8000.

Parent Communication:

Parent Communication — BGCC communicates by email/ Text. To receive updated communication from BGCC, please include a legible email address/cell number on the Membership Form. Please ensure you update your information, should it change during the program.

Cell Phones & Electronics:

It is recommended that youth **not** bring electronics, such as tablets/laptops and/or gaming devices. Cell phones are kept with the owner **at all times** when at Club. Use of electronics are not allowable in some areas of the Club. Members will follow the Club's rules of use. ***BGCC is not responsible for lost or stolen items, valuables, electronics or cell phones.***

Covid-19 Virus Prevention Protocol:

Safety is a top priority for BGCC. Parents/Guardians are asked to support the Club in providing a safe space for our members and staff by being honest and communicative regarding any symptoms and/or potential risks of exposure to Covid-19 as well as other illnesses.

We ask that parents/guardians refrain from sending their child to the Club if the member shows signs of illness or has had exposure to someone who has tested positive for Covid-19. This may include, but is not limited to, if the child shows signs of fever, vomiting, rash or skin conditions, lice, coughing, or eye conditions. If a member begins to show signs of such conditions while at the Club, a parent will be notified and the member may be removed from contact with other children. Depending on the circumstances, a doctor's note may be required before the child returns to the program. Typically, a member is asked to stay home for a minimum of 72 hours without showing any signs or symptoms (and without the assistance of medicine to control fever and symptoms).

Limited Access:

The only individuals allowed to enter the Club are as follows:

- Staff
- Persons with legal authority to enter, including law enforcement officers and Department of Children and Families
- Professionals providing services to children
- Members enrolled in program

Note: Parents/guardians are not allowed to enter the Club unless special circumstances require it and it has been approved by the Club Leadership staff.

Health Screening:

Before allowed to enter the building, all individuals listed above will be screened each day, including taking the temperature and asked a series of health-related questions. Individuals will be denied entry if they meet any of the following criteria:

- A temperature of 100.4F or above
- Signs, or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, or low-grade fever
- In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness
- In the previous 14 days has travelled internationally

Program Protocol:

- Pick up and drop off of children will occur outside the building.
- Health screening will take place outside of the building.
- All members are required to wear a mask, except during meals.

- Parents/guardians will complete a daily health screening acknowledging that their child is symptom free and none of the above conditions are true. You will receive a daily screening questionnaire via Remind App.
- A member is not allowed into the club until a parent/guardian has confirmed their child is COVID negative to the best of their knowledge. If survey is not completed, member will not be allowed into the club. If it is unsafe for member to return home, the member will be placed in the isolation area until either the parent completes or comes to pick the member up. **After the third missed survey submission, the member may be at risk for removal from the summer program.**
- Social Distancing practices will be in place. Members should stay at least 6 feet of distance from other children.
- Handwashing and Hygiene practices will be in place.
- Classroom staff members will clean AND disinfect frequently touched surfaces throughout the day, at shift changes, and at the end of a program period.

Member Expectations:

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

- Members who consistently violate these expectations, may be subject to suspension/dismissal from the program.
- Members are asked to refrain from bringing unnecessary personal items to limit exposure.
- Members are expected to attend daily, except for unique circumstances. Parents should inform the Club of impending absences. Given that there are limited spots in summer camp, Clubs may address frequent absences to confirm commitment to the program. If needed, the member may be suspended to ensure that the spot is consistently filled.

Early Dismissal:

All members must be signed out by a parent/guardian if leaving the program early. Members will not be released to anyone other than a parent, guardian, or person listed on the membership form, unless the parent notifies the program in writing prior to pick up time. If a staff member is unfamiliar with any person picking up a student, the staff member will ask to see picture identification before the student is released. This is for the safety of the member.

Chronic Health Conditions:

Parents must notify the Club Director if their child is suffering from any health conditions or needs to take medication during the Club hours. **BGCC staff will not administer medication.** If the child suffers from a chronic illness, such as asthma, please insure that the child has his/her/their inhaler at all times. The member will be encouraged to participate in all BGCC activities, unless noted on the Special Care Plan and membership form.

Prior to member(s) attending program, parents/guardians are required to:

- Read and agree to the terms of the Parent/Guardian Agreement.
- Participate in the Parent/Guardian Orientation.
- Submit all enrollment documents and payment.

Parent/ Family Handbook Agreement

I/We _____ have read the parent handbook for Boys & Girls Clubs of Chicago and understand all the information, policies and procedures outlined in the handbook. We have also received a copy of these policies and procedures for our own records and reference.

By signing this agreement we consent to all the handbook policies and procedures and agree to them, including attendance and late fee procedures. By signing this agreement, we acknowledge that the information supplied in the membership form regarding our child(ren) and the information supplied is true



and accurate to the best of our knowledge.

By signing this agreement, we also consent for photographs/video, in which my son/daughter may appear, to be used in any way BGCC may care to use and to be shared on our social media pages.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Member Name

Age

Member Name

Age