

# CLUB MEMBERSHIP HANDBOOK



This handbook provides information and policies about Boys & Girls Clubs of King County's pre-k programs, licensed and non-licensed elementary programs, teens, athletics and summer camp.

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## 1.0 MISSION OF BOYS & GIRLS CLUBS

Boys & Girls Clubs exist to inspire and enable all youth, especially those who need us most, to realize their full potential as productive, responsible and caring community members.

Boys & Girls Clubs of King County is a non-profit organization that provides a safe facility, professional staff, fun environment and programs to assist youth in developing self-esteem, values, and skills. We serve children ages 3-18 and provide programs in the areas of Academic Success, Good Character, Community Engagement, and Healthy Lifestyles.



## 2.0 HISTORY

Boys & Girls Clubs of King County is a multi-unit organization which is affiliated with a national organization, Boys & Girls Clubs of America. BGCA has been in existence since 1906 and operates under a specific vision, mission, and clearly defined standards. Boys & Girls Clubs of King County Clubs are safe and positive places for young people to belong.

## 3.0 PROGRAM PHILOSOPHY

Boys & Girls Clubs provide kids and teens:

- A safe, positive and inclusive environment in which to learn and grow
- Opportunities to develop positive, meaningful, and healthy connections with peers and staff
- High-quality programs and activities that build upon young people's strengths, allowing them to explore new experiences, and helping them develop skills for good decision-making
- Youth-centric Club experience through culturally relevant, inclusive and diverse programming by those who are committed to serving youth

## 4.0 ANTI-BIAS STATEMENT

Boys & Girls Clubs of King County is committed in all areas to providing an environment that is free from discrimination and harassment. We will not tolerate discrimination and harassment based upon an individual's sex, race, ethnicity, national origin, age, sexual orientation, religion, or any other legally protected characteristics. All Club staff, youth members, and volunteers are expected and required to abide by this policy. We strive to engage youth in programs that support the development of cultural competency. Our programs help youth understand and respect their own culture and the cultures of others, where they are able to contribute to a multicultural society and demonstrate acceptance for differences among people.

## 5.0 NON-DISCRIMINATION

All people are welcome at Boys & Girls Clubs regardless of race, religion, sex, age, national origin, marital status, sexual orientation, gender, political ideology, or ability.

## 6.0 ADA POLICY

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

- The individual's disability or special needs present a significant direct threat to the health or safety of others and such risk cannot be eliminated or reduced to an acceptable level; or
- The required accommodation would require a fundamental alteration to Boys & Girls Clubs youth programs or otherwise would present an undue burden for Boys & Girls Clubs.

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

An individual plan of care stating needs is required prior to starting the program.

## 7.0 NON-RELIGIOUS POLICY

Boys & Girls Clubs is a non-denominational organization and does not promote or facilitate religious activities regardless of where the program is housed. From time to time, however, we will expose children to diverse cultural experiences that may have religious overtones. Children will not be required to participate in any of these activities and alternate activities will be provided upon request. Please note your family religious preferences on the registration form.

Boys & Girls Clubs allow children to feel comfortable expressing their own religious beliefs and practices without staff promoting their own beliefs.

## 8.0 ANTI-BULLYING POLICY

Bullying has no place at Boys & Girls Clubs. Bullying is defined as repetitive unwanted, aggressive behavior that involves a real or perceived power imbalance. If a member's behavior is considered bullying, we will work the parents/guardians on age-appropriate interventions and consequences. If the bullying behavior does not stop, the Club member may lose their access to attend the Clubs.

## 9.0 CELEBRATION OF HOLIDAYS

Boys & Girls Clubs is a non-sectarian, multi-cultural organization. Holidays are recognized for their celebration value rather than their religious significance. One-way staff honors diversity is by teaching children how different cultures celebrate their holidays. You are welcome to inform us of holidays your family celebrates.

## 10.0 PARENT/GUARDIAN CODE OF CONDUCT

Boys & Girls Clubs of King County are committed to providing a safe and nurturing learning environment for your child. In an effort to ensure your child's development is met in a positive way, we ask that you as the parent(s)/guardian(s) agree to the following:

- To make every effort to follow all policies and procedures as expressed in this handbook. You understand that it is your responsibility to read and comprehend the policies set forth and to follow them to the best of your ability.
- To strive to support the Club in the way you communicate with the children, the staff, volunteers and other parents. You will not be discourteous to, threaten, or use inappropriate language or actions towards any child (yours or other), staff, volunteers, or other parents/guardians either at or near Boys & Girls Clubs and/or on social media.
- To not approach any child other than your own to obtain confirmation, clarification, or "their view" on Boys & Girls Clubs-related issues, disputes, or disagreements between children. Such matters must be brought to the attention of Boys & Girls Clubs staff.
- To not approach any staff member requesting confidential information in regards to any child but your own.

Violation of the above guidelines may result in termination of your child's enrollment.

## 11.0 MANDATORY DISCIPLINARY ACTION

Boys & Girls Clubs of King County will not tolerate an individual, with malicious intent, bringing a weapon to the Club, making threats, or otherwise infringing on the safety of others. They will be immediately expelled and 911 will be called. CPS may also be notified in these circumstances. **NO SECOND CHANCES.**

## 12.0 DRUGS, ALCOHOL & SMOKING

Use, possession or distribution of illegal drugs, controlled substances, recreational drugs, alcohol, vape or dab pens or tobacco by Club members is prohibited at the Club and on Club property. Any Club members that engage in the above may be subject to disciplinary action, including suspension or expulsion.

When picking up your child, if suspicion of impairment occurs, we will ask you to call for a ride or an emergency contact to pick up you and your child. If you choose to leave with your child, we will call 911 and CPS.

## 13.0 HOW TO HELP YOUR CLUB

If you would like to learn how to support Boys & Girls Clubs of King County with either a financial donation, or a gift of supplies, please talk with your director, or visit our website:

[www.positiveplace.org/donate](http://www.positiveplace.org/donate).

## 14.0 ACKNOWLEDGEMENT OF HANDBOOK

At the time of program registration and within all confirmation emails, a link is provided to access this handbook. If you would like a hard copy, please talk with your Club staff.

# PROGRAM OPERATIONS

## 15.0 PROGRAM HOURS OF OPERATION

Hours vary at each Club. Please check with your Club staff or visit our website at [www.positiveplace.org](http://www.positiveplace.org)

## 16.0 PROGRAM OFFERINGS

Our Clubs offer before and after school care for elementary, teen and athletic programs. In addition, we offer non-school day and summer camps. Please check with your Club for registration information.

## 17.0 CLUB CLOSURES

Boys & Girls Clubs of King County recognizes the following days as holidays and may be closed. *As some holidays may fall on a weekend, please check with your Club for the most accurate closure information as they vary.*

- New Year's Holiday
- Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous People's Day
- Thanksgiving Holiday (Thursday and Friday)
- Christmas: Dec. 24 - Dec.26

In addition, your Club may close for training days and/or wellness days (please check with Club for dates as they vary):

- June (summer camp prep days)
- August (school year prep days)
- School in-service days and closures
- President's Day and Veteran's Day
- No-school days that have low enrollment

## 18.0 SNOW/INCLEMENT WEATHER

Boys & Girls Clubs will be closed if the local school district is closed due to inclement weather. Check with your Club for which school district they follow. If schools have a delayed opening, all before-school and Pre-K programs will be closed. If schools dismiss early due to inclement weather or have canceled after school activities, Clubs will be closed to ensure the safety of all. If inclement weather occurs on non-school days, leadership will determine if the Club is safe to open. Email communication will be sent, the Club webpage and social media will be updated.

For weather related refunds, please see the refund section.

Sometimes inclement weather requires staff to close a Club while children are present, in these cases we will ask parents to pick them up as soon as possible.

## 19.0 POWER OUTAGES/WATER SHUT OFF

For the safety of our members and staff, the Club may close early due to power outages.

Parents/guardians and emergency contacts will be called for all children in attendance. If the water is shut off, the Club will be closed and will remain closed until other accommodations are made.



## 20.0 EXCESSIVE HEAT & COLD

Indoor temperatures must be maintained between 68- and 82-degrees Fahrenheit. If outdoors temperatures rise above 100 degrees or are below 20 degrees, youth will not engage in outdoors activities.

In the event that climate control devices are not enough, the Club may close until those temperatures can be maintained.

All youth will go outside in all weather, unless it is dangerous or unhealthful to do so. Please send your child to the club with weather appropriate attire that allows them to fully participate in outdoor activities.

## 21.0 AIR QUALITY POLICY

Boys & Girls Clubs of King County follows King County Health Department recommendations for air quality. If KCHD states the air quality is “unhealthy for sensitive groups”, we follow their recommendation to stay indoors and cancel outside activities. Clubs reserve the right to keep members indoors if they feel the air quality is poor and no announcement has been made by KCHD.

# STAFFING AND COMMUNICATION

## 22.0 STAFF DEVELOPMENT & ENGAGEMENT

Boys & Girls Club staff are trained in youth development practices to provide children and teens with high-quality experiences that support their current and long-term success. All Boys & Girls Clubs staff complete an annual background check and meet vaccine requirements from the State of Washington.

Our staff trainings include, but are not limited to:

- Annual abuse and harassment prevention
- School-Age Basics
- Program Quality Basics – youth development best practices
- CPR/First Aid/Blood Borne Pathogens
- Food handlers
- Trauma informed care
- Behavior support techniques
- Mandated reporter (annual)
- Washington State Law requires that all Boys & Girls Clubs of King County staff who suspects that a child in our care is being abused or neglected must make an official report on behalf of the Club to Child Protective Services (CPS).
- Social-emotional learning
- Diversity, Equity and Inclusion

Our staff: child ratios are:

Pre-K - 1:7 | Elementary - 1:15 | Teens - 1:20

To provide the chance to build trusting relationships between youth and staff, we try to consistently assign staff with the same group of children for the program's duration.

## 23.0 STAFF RELATIONSHIPS OUT OF THE CLUB

For the safety of youth and staff, employees are not allowed outside contact with any youth in our programs. This includes but is not limited to babysitting, house sitting, e-mail/phone contact, social media, transportation, etc. Any prior relationships staff may have with youth and/or families must be disclosed, and an Off-Hours Contact with Boys & Girls Clubs of King County Staff and Minors form must be filled out and on file with HR.

Staff may be permitted to attend children's community events, if disclosed.

## 24.0 VOLUNTEERS

Please check [www.positiveplace.org/volunteer-overview](http://www.positiveplace.org/volunteer-overview) for volunteer opportunities. All requirements listed below must be completed, in full, to be considered eligible to start volunteering. The are requirements:

- Mandatory Background Check – nationwide background check required annually for all volunteers. Requires a social security card.
- Training – Various safety training videos must be completed, with a passing score, prior to starting.
- Vaccine Mandate - In accordance with a State of Washington vaccination mandate, all staff and volunteers working with youth in an after school setting must provide proof of MMR vaccine. Additionally, BGCKC requires the COVID vaccination. Accommodations can be made..

Minor Volunteers (including Counselors in Training) must be at least 13 years of age and meet the same background check requirements of adults and have their own minor employee/volunteer training. Minor volunteers do not count as youth or staff in staff to youth ratios and will not be left with other minors unsupervised.

Please email [HR2@positiveplace.org](mailto:HR2@positiveplace.org) for assistance.

## 25.0 PARENT ENGAGEMENT

You can expect communication from us regarding program information via email, flyers, social media and parent feedback surveys. Before any program starts, you will receive an information email at least one week before the start date. Occasionally, throughout the year, the Club will host family events (i.e. Pride Parade, Back to School, etc.). We welcome your participation at these events. Feel free to send us an email if you have questions or messages for staff.

If you would like a copy of our health policies, staff policies, consistent care policy, menus, liability insurance and/or inspections, please ask your director.

## 26.0 UPDATING FAMILY INFORMATION

Update your My Club Hub account and notify Club staff to any important changes for any of the following:

- Change in phone numbers, email address, home address, work place, school, doctor, dentist, health/dental insurance, or emergency contact
- Changes in individual's authorization to pick up
- Changes in allergies, health, or immunization status
- Changes to school support plans for your child

## 27.0 GRIEVANCE POLICY

Honest differences of opinion regarding conditions of care or procedures will arise from time to time. When this happens, families are encouraged first to bring the matter to the attention of the program director by asking to meet in private where concerns may be addressed. We recognize that not all challenges can be remedied through this informal basis. The following more formal, step-by-step procedure should be initiated:

- Email the program director stating you would like to present a formal complaint. Describe the situation or topic you would like to discuss.
- If this discussion does not resolve the concern, you may request to meet with the Operations Director. After listening to your concerns and reviewing the program director's response, the Operations Director will make a final decision.
- If necessary, final resolution will involve the Area Director that supports the Club.

This grievance resolution policy is only a guideline. We may decide in some circumstances, and at our discretion, to use a different procedure to look into or resolve challenges. All decisions regarding the resolution of concerns or complaints remain at our discretion and shall be final.

Our goal is to provide a quality, safe place for children. The procedure to address grievances does not include the option of confrontation while children are present. We strive for a positive working relationship with all involved. However, any situation deemed a threat to the safety and well-being of children in our care or our staff or a disruption to the regular operation of our programs will not be tolerated.

## REGISTRATION & BILLING

### 28.0 ANNUAL CLUB MEMBERSHIP

The annual membership runs from July 1 through June 30, regardless of start date. This fee will allow your child to have access to all Boys & Girls Clubs of King County (additional program fees may be required). Financial Aid does not cover membership fees. Families may be eligible through their subsidy provider for this payment. It is the parent's responsibility to contact the subsidy provider to request payment for membership.

Boys & Girls Clubs across Washington have partnered with several leading healthcare providers to offer free Club memberships to eligible families. You qualify for this opportunity if you are currently enrolled in Apple Health through Amerigroup, Community Health Plan, Coordinated Care, United Health Care, or Molina Health Care. If you want to take advantage of this offer, please contact your local Club to learn more.

Membership fees are non-refundable. Exceptions can be made if the program is canceled by BGCKC.

### 29.0 REGISTRATION & ENROLLMENT PROCEDURES

Each Club has limited spaces available during the school year, breaks, athletics and summer camp. Priority school year registration for current families will be offered on a first come, first serve basis followed by open enrollment to new families.



## 30.0 LICENSED PROGRAM REGISTRATION

The following items must be completed, signed, and submitted to your Program Director at least 48 hours prior to your child's first day in the program:

- Child Care Registration Forms. Registration must be filled out in full before your child is able to start attending.
- Certificate of Immunization Status (CIS) form that is approved by the Dept. of Health and is signed and dated by parent/guardian. A physical copy must be turned in.
- A doctor, religious leader, or naturopath will need to sign any certificate of exemption of immunization. It is the parent/guardian's responsibility to provide the form to us. We cannot obtain the form from your child's school.
- Note: As of July 2019, religious and philosophical exemption is no longer allowed for the MMR vaccine. The measles vaccination is required for participation in our programs.
- Emergency Contacts
- Individualized Health Care Plan including allergies or special needs. All information must be signed off by a physician and filled out in full before your child will be able to start the program. This is required to be updated annually and/or as often as your child's health records are updated.
- Individualized Education Program and/or 504 plan document from your child's school, if applicable.

Please note: state law and Boys & Girls Club requires registration paperwork, immunization, contracts, and health information to be updated every year.

## 31.0 NON-LICENSED/TEEN PROGRAM REGISTRATION

Youth must be registered in the afterschool program prior to starting the first day. If your child has additional needs, please contact the program director to ensure a smooth transition.

- Record of MMR vaccine is required for participation in our programs.

## 32.0 ATHLETIC REGISTRATION

All athletic programs have a "register by" date. Please check our website ([www.positiveplace.org](http://www.positiveplace.org)) for additional information or contact the Club's Athletic Director.

## 33.0 BILLING PROCEDURES

A valid credit or debit card is required to setup an account in My Club Hub for payments of fees.

Depending on the program/season, fees may be due at the time of registration, weekly or monthly. Your card will be charged on the due date of programs. If full payment is not made your child will not be allowed to attend/participate.

Some programs require deposits. Deposits are required in full at the time of registration to be considered enrolled in the program.

Failure to pay fees on time will result in your child not being able to attend any Boys & Girls Clubs of King County program. Please contact Club staff if a payment arrangement needs to be made.

## 34.0 SCHEDULE OF PAYMENTS

**School Year Programs Recurring Billing:** Billing will be posted to accounts and charged same day by either the first of the month or nearest business day. Payment is due by the 5th of each month if not collected when billing is posted.

Deposits will be deducted from the School Year Programs Monthly Recurring Billing. The deposit reduction will be spread evenly throughout the school year. For example, a \$100 deposit will reduce the monthly billing by \$10 per month (\$100 deposit divided by 10 months of school year).

**Non-School Day Camps:** Payment is due at the time of registration. No deposit is required.

**Athletic Programs:** Full payment is due at the time of registration. If a payment plan is requested, please contact your Athletic Director for setup. A late fee may be incurred if signup occurs after registration date.

Specialty sports programs vary by Club and may require additional fees.

**Summer Camp:** Full payment is due two weeks prior to the Summer Camp program starting. Billing will be posted to accounts and charged same day. Some of our Summer Camp programs require a deposit. Deposits are due at the time of registration and will be deducted from the total Summer Camp billing.

## 35.0 ADDITIONAL FEES

**No call fee for elementary after school:** First no call: \$10. Second no call: \$15. Third no call: \$20.

**Late pick-up fee:** A fee of \$2.00/per minute will be charged to your account after program closes.

## 36.0 SIBLING DISCOUNTS

Boys & Girls Clubs of King County offers a sibling discount of 10% for our before and after school programs and transportation fees. This is applied to the lowest fee, starting with the second child in the same household. Please notify the Club if you want to use this discount.

## 37.0 REFUNDS

Boys & Girls Clubs deposits are non-refundable. (If a program is cancelled by BGCKC, see cancelation section). Program fees are eligible for a full refund (minus deposit) if received two weeks in advance of start date. They will be refunded with approval from Club staff and final approval from Operations Director. If a request for a refund is received within two weeks before program start date, a 50% refund will be issued (minus deposit). Once the program has started, no refund will be issued. Please allow a minimum of two weeks for processing time.

- Example: Program fee is \$100 | Deposit is \$25 | Refund will be  $\$75 \times 50\% = \$37.50$

Non-school day refunds will be issued 100% with at least a two-business day notice.

If a family requests a refund:

- and has an outstanding balance, no refunds will be given. A credit will be issued that will be applied to open invoices.
- and does not have any unpaid invoices, a refund will be issued through the credit card on file or check.



## 38.0 PRO-RATING

If a child joins after the start date of a program, they are eligible for a pro-rated amount based on enrollment date for before/after school care and van transportation. Our My Club Hub registration system will not automatically prorate your fee when you register. You will need to reach out your local Club to get your prorated rate which will be based on the number of days remaining in the calendar month.

We do not pro-rate program fees for illness, absences, inclement weather closures (ex. snow days), behavioral suspension or family vacations. Youth enrolled in our programs are reserving time, space, supplies, and the staff, regardless of attendance.

Note: Boys & Girls Clubs of King County base school year fees on a 10-month program cycle. Therefore, we do not pro-rate shorter months or school breaks (including winter break, mid-winter break and spring break.)

## 39.0 SPLIT FAMILY PAYMENT PLANS

In order for us to remain neutral, families asking for split bills will be required to submit a request accompanied by the parenting plan. We require you to provide us your court documents in order to provide separate bills and for us to know who is responsible for payment percentages. We will follow the parenting plan, but if payments are missed, it is the responsibility of the parent/guardian who registered the child into the program to pay any amounts due.

## 40.0 THIRD PARTY PAYERS OR SUBSIDIZED FEES

Our licensed programs accept payment from the State or Working Connections Childcare (DCYF), Childcare Resources, and City of Seattle (DEEL). Apple Care, Foster Care and Veterans funding may be additional options. Copies of third-party payers' award letters must be turned in prior to your child's first day. If qualifying paperwork is not turned in prior to child's intended start date, the parent/guardian will be responsible for all the full program fees.

- State payments (DCYF) may have a co-pay that will be due the last business day of the prior month. The state (DCYF) will be notified by us if co-pays are not paid. City of Seattle (DEEL) may not cover full program fees; therefore, parents/guardians will owe the balance and will be due on the last business day of the participating month.
- Late pick up, no call, no lunch, credit card chargeback and late payment fees are not covered by DCYF or DEEL and will be the parent's/guardian's responsibility to pay.

## 41.0 CANCELATIONS

At times, Boys & Girls Clubs will need to cancel a program due to low enrollment. Parents will be notified via email/phone call and a 100% refund will be issued. If your child will not attend other BGCKC programs, membership may be refunded.

In event the Club has to close for non-school days, a credit will be issued to the family's account.



## 42.0 FINANCIAL AID

Boys & Girls Clubs of King County is committed to providing quality programming and making it affordable for all families. Financial Aid is awarded on an as-needed basis to families who qualify. For questions, please email [financialaid@positiveplace.org](mailto:financialaid@positiveplace.org).

To apply for financial aid, you will need:

- Application filled out through your account in the MyClubHub Parent Portal.
- A denial letter from State (DCYF) for licensed programs
- A denial letter from the City of Seattle (DEEL) for licensed programs within Seattle City limits if available.
- Previous year's 1040 tax return or other proof of income (W2s, subsidy statements, SSI-D letters, etc.) for all custodial parents.
- A hardship letter attached, if further explanation is needed or if supplied 1040 is inaccurate

\*If you are unable to provide a current 1040, then the following is needed:

- Other proof of income (W2s, subsidy statements, SSI-D letters, etc.) for all custodial parents.
- A letter explaining why a current 1040 is not available.

If you are awarded financial aid, your portion is expected to be paid in full by the required due date. Families must reapply each fiscal year. (Before July 1st)

Families experiencing homelessness or domestic violence qualify for a 100% financial aid to cover membership and program fees. Please contact the financial aid processing department for more information. When circumstances change, please update the Club and/or the financial aid processing department so we can support you if financial aid is still needed.

Financial Aid for athletic programming is available for non-third-party athletic programming only. Check with your Club if you have any questions about 3rd-party programming.

To ensure all families have access to financial assistance and space in a program, if your child does not attend a program for 2 days within a week or 10 days within a month, your registration may be dropped.

Applications must be completed in a timely manner of no more than 2 months.

## 43.0 OVERDUE ACCOUNTS

If your account becomes past due, you will receive a notice (phone call and/or email) that your account is delinquent and that program participation may be terminated within two weeks of non-payment. Collection actions may be taken if payment is not received within 45 days. Please coordinate with the Club if a payment plan is needed. Overdue accounts and/or payment plans, if not paid on time, will lead to suspension. Your child will not be eligible to participate in any BGCKC until all fees are paid in full.

## 44.0 TAX INFORMATION

End of year child care fee statements are available online through the My Club Hub registration system.

# GENERAL INFORMATION

## 45.0 CHILD CUSTODY AGREEMENTS, REQUEST OF RECORDS & LEGAL ORDERS

If we are part of your parenting plan (i.e. split payments, mutual pick up/drop off point for custody exchange, etc.) please share this information with us. Certified copies of the child custody agreement and legal orders regulating parental access to children and their records need to be filed with the Club.

BGCKC requires mutual agreement among custodial parents to enroll in programs and/or receive information regarding the child(ren). A court order may be necessary and must be provided for us to comply with any records and/or registrations requests.

## 46.0 OPEN DOOR POLICY

As the parent/guardian of a child in our program you are welcome to observe the program. If any parent regularly visits the Club by spending time in programming, we require go through the volunteer process for all members' safety. If you wish to discuss an individual matter during your visit, please schedule a meeting with the director.

## 47.0 FAMILIES IN TRANSITION

Families in transition through personal loss, loss of a job, separation of a spouse/partner, or other difficult challenges should know we want to offer support. Please make us aware of concerns in your child's life. Changes outside of school and Boys & Girls Clubs may have an impact on a child's interactions while in our care. Our policy is to maintain a quality program while continuing to be a neutral and a confidential party during family hardship. We will help to provide families with resources such as counseling services, observation of children with chronic behavior problems, and other referrals.

## 48.0 PHOTOGRAPHY & VIDEOGRAPHY RELEASE

Photography and videography release is chosen by the parent/guardian. If you would like to update or change this information, you can do so via your My Club Hub account. Please inform the staff of any changes.

To respect the privacy and safety of all our Club members, the use of personal photography is restricted. Family members are permitted to photograph only their own children during their time at the Club. However, photographs must not include other members without explicit consent. The exception to this policy applies during Club sporting events, practices, or public Club events where photography is allowed but should remain considerate of all participants and their privacy.

# HEALTH AND SAFETY

For information regarding our Club safety policies, visit our website at [positiveplace.org/safety-is-our-1-priority](https://positiveplace.org/safety-is-our-1-priority)



## 49.0 CONTAGIOUS ILLNESS

Boys & Girls Clubs of King County and the Department of Health requires us to exclude children with symptoms of contagious illnesses. If it is evident your youth shows any of these symptoms while in our care you will be contacted to pick them up immediately. We will not provide care for youth who have stayed home from school or if determined sick at school 30 minutes prior to school releasing. If school contacted parent or guardians 30 minutes before school ends, we expect the child be picked up no later than 30 minutes after arriving to the Club/site. Please keep your youth at home if they are showing any of the below symptoms. Symptoms include:

- Diarrhea (three or more times in a 24-hour period)
- Vomiting (twice or more in a 24-hour period)
- Body rash, including ring worm, chicken pox, shingles, and scabies (not from heat or allergies) \*
- Open sores or wounds discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling\*
- Pink eye or eyes with pus or mucus draining from them \*
- Sore throat - especially with fever or swollen glands
- The presence of lice, nits or scabies \*
- Pertussis (whooping cough) \*
- Simply not feeling well: unusually tired, pale, lack of appetite, difficult to wake, confused or unusually irritable
- Fever above 100.4 degrees
- Respiratory illnesses with flu-like symptoms, including Influenza, COVID-19, and RSV.
  - cough, sore throat, difficulty breathing, new loss of taste or smell, etc. \*

\* denotes when Club staff need to be informed of a contagious illness

## 50.0 CONTROL OF A CONTAGIOUS DISEASE

When a Club becomes aware of the presence of a contagious disease at the facility, Club staff will notify the appropriate local health officer for guidance.

When there is an outbreak of a contagious disease and there is the potential for a case or cases to spread, the Club will take all appropriate actions deemed necessary to control or eliminate the spread of the disease within their local health jurisdiction including, but not limited to:

- Closing part or all of the affected Club
- Excluding any members, staff, and volunteers who are infectious, or exposed and susceptible to the disease from Club programming.
- Temporary masking of youth and staff

In some instances, additional vaccination information may be necessary depending on the communicable disease.

## 51.0 LICE

If a child is found to have head lice while at Boys & Girls Clubs, the family will be contacted and asked to pick up their youth immediately. Because lice are considered to be contagious, we must look after the best interests of all the youth attending our program. Youth will not be allowed to return to the program until they have completed their first lice treatment.

## 52.0 PRESCRIPTION MEDICATION

**Physician's name and authorization are required for long term prescription medications.**

A Medication Authorization Form must be completed, signed and dated by a parent for any prescription or over the counter medication you wish us to administer to your child. See program director for required medical forms. Please be sure that medications are stored in their original containers and clearly labeled with original label:

- Child's full name;
- Name of the medication;
- Reason for the medication;
- Dosage;
- Medication expiration date
- Method of administration (route);
- Frequency (cannot be given "as needed"; must specify time at which and/or symptoms for which medication should be given);
- Duration (start and stop dates);
- Special storage requirements;
- Any possible side effects (from package insert or pharmacist's written information)
- Any special instructions

**Note:** over the counter medication or general antibiotics used for less than two weeks do not require a doctor's signature.

For life threatening and/or chronic conditions (i.e. asthma, allergies, diabetes, ADD/ADHD), you will be required to fill out an individual care plan. This plan will contain information about signs of an emergency and steps to take if a child needs daily and/or emergency medication. Parents are required to provide the Club with any necessary rescue medications such as inhalers, Epi-Pens, and antihistamines for their child before the child attends.

Medication must be inaccessible to children except in the case of rescue medication such as asthma medication, anaphylaxis medication, or insulin. See below exception:

Youth with a valid prescription from a health care provider may be allowed to carry and self-administer rescue medication such as asthma medication (inhaler), anaphylaxis medication (epinephrine auto-injector), or insulin (insulin pump) with signed authorization from the child's parent or guardian and health care provider. The authorization form must attest that the child has the skill level and knowledge necessary to use the medication and device as prescribed.

- The club must have an individual care plan on-site for each child who self-carries asthma or anaphylaxis medication or insulin in the event of an asthma, anaphylaxis, or diabetes emergency.
- Youth may be allowed to take their own medication (including nonmedical items) with parent or guardian authorization. A staff member must observe and document that the youth took the medication (excluding nonmedical items).

Controlled substances such as ADHD medication must be issued to club staff for appropriate storage. Controlled substances are required to be locked in a container or cabinet which is inaccessible to children; and must be administered by club staff.



## 53.0 NON-PRESCRIPTION MEDICATION

Staff will not give medication to any child without written and signed consent from the child's parent or guardian. Non-prescription medication must be in its original container, labeled with your child's first and last name, and will be given only by the dosage and frequency on the label. The medication must be age-appropriate for your child, unless written consent is given by the child's physician.

Medications are stored in a space not accessible to youth. Parents may authorize the following classifications of non-prescription medications: antihistamines, non-aspirin fever reducers/pain relievers, decongestants, and anti-itching ointments. A parent must provide written annual consent (valid for up to 12 months) for the following non-medical products to be administered to a child by Club staff-

- Sunscreen (aerosol and homemade sunscreen is prohibited)
- Hand sanitizers or hand wipes with alcohol

## 54.0 BATHROOM SUPPORT

For safety purposes, Boys & Girls Clubs staff do not assist any youth while they are using the bathroom. All youth must be able to use the bathroom independently. This includes those attending our Pre-K programs.

While we understand an occasional accident may occur, if your child experiences frequent accidents (e.g. more than 3 per month, etc.), a temporary separation from the program may be necessary so the family can resolve the matter.

## 55.0 HAND WASHING

Hand washing procedures adhere to the following steps: wash hands with warm water and soap for 20 seconds, dry hands, and turn off the water with a paper towel. These precautions are in place to help reduce the risk of infectious diseases. Youth and staff will be asked to wash hands during transitions.

## 56.0 CLEANING PROCEDURES

To maintain a clean program space, we follow these practices: surfaces are washed with soap and water and rinsed by sanitizing the surface with a licensing approved solution. Please see our Health Care Policy for more detailed information.

## 57.0 PESTICIDES

You will be notified at least 48 hours in advance of the application of any pesticide. This notification will include the product name of the pesticide being used, intended date and time of application, location where the pesticide will be applied, the pest(s) to be controlled and the name and number of a contact person at the site. Signs and/or markers will be posted following the application of the pesticide. These signs/markers will state, "This landscaped has been recently sprayed or treated with pesticides." They will also state who has treated the landscape and who to call for more information. For Seattle Public School sites, no pesticides are allowed.



# 58.0 EMERGENCY RESPONSE PLAN

We regularly practice emergency drills on how to care for youth during and after a disaster and review emergency scenarios in order to be able to handle a wide variety of crises. Please keep the following in mind:

- In the event of a natural disaster (earthquake, etc.), we have supplies and emergency preparedness plans to accommodate staff and youth while they are on site. If the Club becomes uninhabitable, and we are instructed to move to a safer place, we will post our location and means of transportation on the front door.
- After a disaster, we will continue to care for your child until you or an emergency contact is able to pick them up. We understand this may be for many hours after a disaster. It is a parent's/guardian's responsibility to provide any medications (3-day supply) their child may need in case of a disaster.
- You may not be able to reach us by phone after a disaster. Unless you need to report a life-threatening injury to authorities, it is best to stay off the phone. Calling us takes us away from caring for children during emergencies.
- Check in with staff first before taking your child home. It is important we keep accurate, written records when releasing members. Taking your child without notifying staff will put that child on the missing list. This will cause needless delays for searchers who need to be looking for children truly in crisis.

# 59.0 ACCIDENTS

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Emergency Treatment:</b></p> <p><b>Examples:</b></p> <ul style="list-style-type: none"><li>• Uncontrolled bleeding</li><li>• Seizures</li><li>• Second- and third-degree burns</li><li>• Shock</li><li>• Fractured bones</li></ul> <p><b>Protocol:</b></p> <ul style="list-style-type: none"><li>• Call 911</li><li>• Administer CPR/First Aid</li><li>• Contact parent/guardian or emergency contact</li><li>• EMS or parent transport to hospital</li></ul> <p>Complete accident/injury report</p> | <p><b>Non-Emergency Treatment:</b></p> <p><b>Examples:</b></p> <ul style="list-style-type: none"><li>• Extreme vomiting</li><li>• Severe pain</li><li>• Fever 101 degrees or above</li><li>• Cut that require stitches</li></ul> <p><b>Protocol:</b></p> <ul style="list-style-type: none"><li>• Administer First Aid</li><li>• Contact parent/ guardian or emergency contact</li><li>• EMS or parent transport to hospital, if necessary</li><li>• Complete accident/injury report</li></ul> | <p><b>First Aid Treatment Only:</b></p> <p><b>Examples:</b></p> <ul style="list-style-type: none"><li>• Minor cuts, scrapes, bumps</li><li>• Low grade fever up to 101 degrees, headaches</li><li>• "Need to lie down"</li></ul> <p><b>Protocol:</b></p> <ul style="list-style-type: none"><li>• Administer First Aid</li><li>• Document in accident log</li><li>• Contact parent/guardian for pickup, if necessary</li></ul> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

In the event of an accident while in our care, Boys & Girls Clubs of King County carries secondary insurance. Secondary insurance will help cover additional costs that the youth's primary insurance does not cover. Please talk with your Club director to receive the form.

# PROGRAM EXPECTATIONS

## 60.0 MANDATORY CHECK IN & CHECK OUT PROCEDURES

### Elementary Programs:

State licensing laws require that the parent/guardian, or a person authorized in writing by the parent/guardian to take the child to or from the facility, must sign the child in on arrival and out when leaving the facility.

Boys & Girls Clubs is not responsible for youth until they are signed into the program for the day either at the Club or in a Club vehicle.

Children will be released only to authorized individuals that are indicated in the child's registration. A person picking up a child may be required to show ID every time. Children will not be released to individuals without identification for the first time pick-up. Please update your authorized pick-up information with the program director as needed.

Please observe the following guidelines when checking your child in and out of the facility:

- **CHECK IN:** Sign your child into the site signing the sign-in/out sheet with your full, legal signature and/or PIN. Please make your child's arrival known to staff.
- **CHECK OUT:** Sign your child out of the Club by signing the sign-in/out sheet with your full, legal signature and/or PIN. Please ensure staff acknowledgement of your child's departure. In some instances, staff may check out your child.

### Middle and High School Programs:

Boys & Girls Clubs do not grant permission for youth to leave the Club, nor do we insist they stay. The decision as to when a youth arrives and leaves the Club and with whom needs to be handled between parent and youth. A teen not mature enough to handle this responsibility should have the close supervision of other more suitable programs.

To support youth and their education, members must have attended school or have an excused absence in order to attend the Club.

## 61.0 REPORTING ABSENCES

Call the Club phone number if your child will not be attending the after-school program and/or riding the van shuttle. This will help eliminate staff needing to call you at home, work, etc. in an effort to make sure your child is safe and accounted for. After the third no-call, we have the right to dismiss your child from the program. Please understand that it takes considerable effort to track down a child who does not arrive as expected after school.

## 62.0 LATE PICK UP

If you are running late, please call the Club to inform staff. A \$2/minute fee will incur for each minute you are late to pick up your child. If attempts to reach the parent/guardian or emergency contacts are not successful for 30 minutes after programs end, children not signed out of the program may be placed in the custody of local law enforcement, or Child Protective Services (CPS). CPS may be reached at (866) 363-4276, 24 hours-a-day. Habitually late pickups may result in dismissal from the program

## **63.0 SNACKS & MEALS**

Meals and snacks are served no more than 3 hours apart and within 1 hour of arrival after school. All meals, snacks and beverages comply with the most current edition of CACFP/USDA standards except special events or occasional treats. Food provided is Club specific and menus are posted in each program for your convenience.

Please note: If your child has any dietary restrictions or allergies be sure to provide written instructions or an individual care plan for allergies upon enrollment. Programs may ask that families provide additional snacks for their child.

Check with your Club to know if they are a nut-free facility.

Please remind your child that food is not shared with other children.

## **64.0 LUNCHES**

Youth are required to bring a sack lunch on all half days and non-school days. We cannot refrigerate or heat lunches, so please send food ready to eat. In addition, we highly encourage families to send lunches that meet USDA guidelines and should include fruit, whole grain, vegetable, protein and dairy or substitute. To learn more about USDA guidelines, visit [myplate.gov](http://myplate.gov).

If you are experiencing a hardship and are unable to provide a lunch for your child, please speak with the Program Director.

Please remind your child that food is not shared with other children.

## **65.0 TREATS FROM HOME**

Families that would like to provide snacks/treats to share with the Club must be limited to store purchased food and vegetables, (uncut) and prepackaged in the original container. An ingredients list must be provided.

## **66.0 TOYS FROM HOME**

Please talk with Club staff before bringing toys from home. When permitted, any toys must be appropriate for a school or Club setting. We are not responsible for any lost or stolen items. Please note that we do not provide storage for toys from home. We do not allow toys to be traded, sold or purchased. This policy also includes electronics, cards, slime/putty and other collectibles.

## **67.0 ITEMS TO BRING TO THE CLUB**

Please bring clothing and shoes appropriate for outside play. Check with staff for ideas of suitable sports equipment. When riding bikes, skates or boards, helmets are required.

## **68.0 ITEMS NOT TO BRING TO THE CLUB**

Valuables should not be brought to Club. Items which endanger Club members and employees are not permitted. Weapons, real or toy, are not permitted. Weapon-like novelty items such as switchblade combs and bullet key chains are not permitted. Real or toy handcuffs and restraints are not permitted. Fireworks are not permitted. Alcohol or drug related clothing and paraphernalia are not permitted. Any clothing that is gang related is not to be worn on Club property.

## **69.0 LOST & FOUND**

We are not responsible for lost or damaged items from home. Please label everything with your child's name and leave valuables at home. Stray clothing and items will be placed in the lost and found area each day. Unclaimed items are donated to charity. Please check with your Club for donation dates.



## 70.0 SCREEN TIME

In our elementary programs, we limit screen time to 2.5 hours per week. Exceptions are made for educational purposes and the occasional movie day. Our goal is to have youth learning and exceling through program activities.

## 71.0 TECHNOLOGY POLICY

Boys & Girls Clubs is committed to keeping members safe when it comes to using technology. Please talk with staff for specific technology policies or to understand expectations.

For Club members in elementary programs, we do not allow cell phone usage in the Club. Photography and/or videoing is not allowed for elementary Club members by other Club members for their privacy and safety. For teen members, for photography and/or videoing, consent from all parties is required. This includes posts to social media platforms. Smart watch usage must be under the supervision of staff.

While using technology, youths' screens must be visible to Club staff. We ask that all personally owned devices are connected to our content-filtered wireless network. Youth who use technology inappropriately and/or for cyber bullying, may lose the privilege to use technology, that's not for school-related purposes, while at the Club.

All activities online must comply with Boys & Girls Clubs of King County's values and expectations. Club members are expected to act responsibly when using technology at the Club

## 72.0 MUSIC

We make every effort to make sure music is age appropriate. We cannot control music that children hear outside of the Club and may introduce to their peers.

## 73.0 DAMAGE TO CLUB PROPERTY

In the event your child intentionally damages Club property, you may be asked to cover the cost of replacement.



# BEHAVIOR SUPPORT

## 74.0 SUPPORT PROTOCOL

Boys & Girls Clubs strives to be an inclusive community to all who we serve. Open lines of communication between BGCKC staff, families and school staff help to ensure that we do our best to make sure all participants are successful. If your child has a diagnosed disability or has special medical and/or behavioral needs, a support meeting is recommended prior to entering the program. This is also available to those families that have a child without a diagnosis, but feel that extra support would be helpful for the child's success in our program.

We request caregivers provide BGCKC staff with any documentation such as an IEP, 504 plan, or Individual Plan of Care that may already be in place. We may also ask you to sign ROI/FERPA forms that allow us to communicate directly with your child's school administration or other individuals who work directly with your child. This information needs to be updated annually, or as often as it changes.

We strive to implement support strategies that will allow the youth to be successful in the Club setting, but Club staff are not able to provide direct one-on-one behavior support at all times.

### PHYSICAL SAFETY INTERVENTIONS

The use of proactive, non-physical safety interventions is the primary form of supporting an individual in distress and defusing potentially harmful situations. If non-physical safety interventions fail, Club leadership who have previously received specialized training in non-violent crisis intervention techniques, may use physical safety interventions, including disengagements and holds to manage the situation. These interventions will be used in an emergency only when protecting a person from physical injury, to obtain possession of a dangerous object or prevent property from serious damage. These techniques are a last resort method when verbal de-escalation and other proactive safety intervention techniques have failed.

Caregivers will be notified immediately if a child is in danger of hurting himself/herself, others, or the environment and if physical interventions were used.



## 75.0 DISCIPLINE

Discipline will be based on an understanding of the child's needs and age. Staff will guide and encourage the child to develop self-control, display developmentally appropriate behavior, and respect the rights of others. Each child will be listened to and treated with respect and fairness by staff members. Staff use positive behavior incentive strategies including proximal praise, redirection, prompting, and offering choices. In addition, clear and consistent agreements and expectations for the Club are developed with the youth and referred to often.

If discipline strategies have been exhausted, Club staff may call parents. You are expected to pick your child up immediately – if you are unable, your emergency contact should be willing and able to do so. Depending on the incident's severity, your child may not be allowed to attend the program again until a behavior support plan meeting.

If you or your child engages in any safety risks mentioned below, we reserve the right to suspend or terminate participation from our Clubs. Duration of suspension will be determined at the behavior support meeting.

The following behaviors are examples, but are not limited to:

- Fighting (hitting, punching, kicking, slurs, verbal abuse, etc.) towards another person
- Bullying of any kind, verbal or non-verbal threat
- Acts of threat toward another member, staff person, volunteer, or parent
- Substance Use - drugs, alcohol, cigarettes, tobacco products, inhalants
- Destruction or theft of Club property or another member's property
- Harassment (including sexual or unwanted physical contact)
- Bringing or using weapons with malicious intent to the Clubs: guns (toy), knives, sling shots, firearms, firecrackers or anything that is intended to be used as a weapon
- Elopement from Club property (out of staff audio or visual supervision)

If your child has been suspended or expelled from school, they will not be able to attend Boys & Girls Clubs for the duration of the suspension.

The Club, under no circumstances, will use corporal punishment, ridicule, or name calling as forms of discipline.

## 76.0 ELOPEMENT

A very rare, though serious, incident is when a child chooses to leave the Club property or breaks from their field trip group. Running away forces others into unsafe situations.

Our staff are instructed NOT to leave the rest of the group or risk the safety of the group by following children who leave on their own. The following policy is in place:

- If a child chooses to leave the supervision (audio or visual) of staff member(s), they will not be chased or followed if it risks the safety of the group.
- If a child leaves the property (Club, field trip location, etc.), staff leaders will notify the police and give a description and general whereabouts.
- The primary caregiver will be notified immediately. If unable to contact primary caregiver, the emergency numbers will be contacted.
- A situation where a child has placed the staff and other children at risk by their actions, is grounds for suspension or expulsion

## 77.0 CIRCUMSTANCES FOR TERMINATING PROGRAM PARTICIPATION

We reserve the right to suspend or remove any child from BGCKC programs. Staff and parent(s)/guardian(s) have the right to request a parent conference at any time. The following are circumstances in which the director could terminate program participation. In every instance, complete efforts would be taken to try to solve the problem before termination.

- If parents/guardians disagree with a Club policy, and if attempts made to reconcile differences between the parent/guardian and the director fail, participation will be discontinued. Fees will not be refunded.
- If a child's behavior puts him/her or other children or staff at risk and is disruptive to the total program and every attempt to work with the child and his or her parent(s) fails to produce ongoing improvement, services will be discontinued. Fees will not be refunded.
- Additional grounds for terminating services include chronic late pick up, non-payment of program fees, failure to comply with program policies, failure to disclose required information, or other standards indicated in this handbook, etc. Fees will not be refunded.

## ATHLETICS PROGRAMS

### 78.0 PHILOSOPHY

Boys & Girls Clubs of King County athletics programs provide youth of all ages, regardless of their athletic ability, the opportunity to learn new skills and develop self-esteem, teamwork and leadership skills. Sports programs emphasize fun and full participation for every youth. Coaches and spectators are expected to demonstrate good sportsmanship and positive support for all players and officials.

### 79.0 GOALS

- To provide a safe and fun playing environment for all players
- To provide an opportunity for players of all skill levels to compete, strive for success, build relationships, and learn about good sportsmanship.
- To provide an athletic experience that will have a lasting impression on the players participating in the programs.
- To provide positive guidance through respect, discipline, class, honesty, loyalty, hard work, commitment, and dedication.

### 80.0 SUCCESS VS. WINNING

For recreational based leagues, focus is on the development of fundamental skills needed to play the sport. Winning is not the priority. We define success as sportsmanship, skill building and team dynamics that will be emphasized by coaches, parents, volunteers and staff. At certain levels, score will be kept and visible to spectators as we recognize winning is something that everyone will strive for, however, the attention will be made to improving over the course of a season.

A few of our Clubs offer advanced athletic leagues for more seasoned and experienced players who want to be in a more competitive league. Please visit: <https://positiveplace.org/advanced-sports/>

## **81.0 LEAGUE CONDUCT**

Coaches, players and spectators will demonstrate good sportsmanship through verbal and non-verbal actions, appropriate language and abstaining from drugs, alcohol and tobacco at all BGCKC events. We also ask that you help us maintain clean facilities by following food/drink policies and cleaning up after you leave. Failure to comply may result in suspension or being asked to leave the event.

We strive to maintain a positive attitude and demeanor during all games and practices. This includes any comments made towards players, staff, coaches, and referees.

## **82.0 EQUIPMENT, GAMES & PRACTICES**

Equipment is checked out to volunteer coaches and needs to be respected. We ask that equipment be returned at the end of the season in similar condition.

Any lost or damaged equipment may result in a fee for the volunteer coach/guardian.

## **83.0 FIRST AID**

First Aid kits will be on-site, if needed. If an injury requires medical attention, 911 will be contacted.

## **84.0 OFFICIALS AND REFERREES**

Boys & Girls Clubs of King County completes a nationwide background screening on all internal coaches and referees. External referees and officials may be utilized through a vendor contract.

We appreciate our volunteers, officials and referees who help make our athletic programs successful. Please help us show this appreciation through mutual respect and good sportsmanship at all times.

## **85.0 PRACTICE OR GAME CANCELTION**

If a game or practice is canceled, the coach or Athletic Director will contact you via email.

# **SUMMER CAMPS**

## **86.0 AGE REQUIREMENT**

For most summer camp programs, we require that children have completed Kindergarten. This is to ensure they are setup for success in an all-day program. If you have questions or want an exemption, please contact the program director.

## **87.0 ITEMS TO BRING EACH DAY**

- Backpack
- Lunch that does not need to be refrigerated or heated
- Swimwear and towel
- Change of clothes
- Water bottle
- Closed-toe shoes



## 88.0 FIELD TRIPS & TRANSPORTATION

Field trips are a regular part of our summer camp programs. It is important to know that participation is not guaranteed. Participation is based on members' safety and staff discretion. If you choose not to allow your child to attend a field trip, you will need to find alternative care that day.

Youth need to arrive by the communicated arrival time. Check with the Club for the return time.

For safety purposes, we do not allow pick-ups and drop-offs during field trips.

Children walk, take the bus, or use a Club vehicle on field trips. We follow all Washington state safety seat requirements.

## 89.0 SWIMMING

Please make sure your child brings swimwear and a towel. All swimming field trips will have lifeguards on duty. All youth must complete and pass a swim test conducted by a certified lifeguard on site in order to swim beyond the shallow area/shore. Any child that does not take or pass the deep end swim test will be restricted from deep water, but may still gain access to the shallow end.

Upon completion of the swim test, swimmers must be given identification indicating their swim levels.

Example: Using reusable rubber wrist bands or washable colored pennies

- Green bands will be given to those who have passed the swim test
- Yellow bands are given to swimmers who can stay in shallow water, but may not cross the rope
- Red bands are for non-swimmers

The swim areas will maintain our regular ratio requirements and youth will have to follow a set of rules in order to swim. If your child is learning to swim, please discuss with Club staff.

## 90.0 SUNSCREEN

Boys & Girls Clubs of King County does not use aerosol sunscreen. Families who send their child with sunscreen must have it be lotion, stick or a non-aerosol spray.

We must have your permission before sunscreen can be used at the Club. Per our safety policies, staff are not allowed to apply lotion to youth. The required sunscreen forms are available at the Club. Please send your child with sunscreen on before arriving at the Club. For Club provided sunscreen, please check with staff for the ingredients list.

Staff will supervise and assist with sunscreen applications 2-3 times a day, as needed.

If you would like to supply your own sunscreen, please indicate that while registering. Send your child with the sunscreen and make sure their name is clearly labeled on the bottle. A "home-provided" sunscreen form will need to be completed.

## 91.0 CAMP T-SHIRTS

Club members in our elementary camps must wear a Boys & Girls Clubs of King County T-shirt on field trips and outings for safety purposes.



# CLUB LOCATIONS

## Ballard

1767 NW 64th St Seattle, WA 98107 | 206.436.1870

## Federal Way 8th Ave

30815 8th Ave S Federal Way, WA 98003 | 253.681.6510

## FW Ron Sandwith Teen Center

31453 28th Ave S Federal Way, WA 98003 | 253.681.6500

## Kirkland

10805 124th Ave NE Kirkland, WA 98033 | 425.827.0132

## Mercer Island

4120 86th Ave SE Mercer Island, WA 98040 | 206.232.4548

## North Seattle

8635 Fremont Ave N Seattle, WA 98103 | 206.436.1850

## Rotary

201 19th Ave Seattle, WA 98122 | 206.436.1880

Sammamish 825 228th Ave NE Sammamish, WA 98074 | 425.250.4793

## Smilow Rainier Vista

4250 Martin Luther King Jr Way S Seattle, WA 98108 | 206.436.1890

## Southwest

9800 8th Ave SE Suite 105 Seattle, WA 98106 | 206.436.1910

## Wallingford

1310 N 45th St Seattle, WA 98103 | 206.436.1930

## View Ridge

4710 NE 70th St Seattle, WA 98115 | 206.523.8447

**\*\*Hours of operation differ by Club. Contact a specific Club for more details.**



# SCHOOL CLUB LOCATIONS

## Bagley Elementary

7821 Stone Ave N Seattle, WA 98103 | 206.853.5297

## B.F. Day Elementary

3921 Linden Ave N Seattle, WA 98103 | 206.547.7169

## Carson Elementary

1035 244th Ave NE Sammamish, WA 98074 | 206.240.5278

## Cascade View Elementary

13601 32nd Ave S Tukwila, WA 98168 | 206.771.2851

## Coe Elementary

2424 7th Ave W Seattle, WA 98119 | 206.281.9197

## James Baldwin Elementary

11725 1st Ave NE Seattle, WA 98125 | 206.478.5012

## Juanita Elementary

9635 NE 132nd St Kirkland, WA 98034 | 206.930.5986

## Lawton Elementary

4000 27th Ave W Seattle, WA 98199 | 206.283.4361

## Lowell Elementary

1058 E Mercer St Seattle, WA 98102 | 206.436.5738

## North Beach Elementary

9018 24th Ave NW Seattle, WA 98117 | 206.582.3512

## Olympic Hills Elementary

13018 20th Ave NE Seattle, WA 98125 | 206.363.3717

## Ordway Elementary

8555 Madison Ave NE Bainbridge Island, WA 98110 | 206.492.0090

## Redmond Elementary

16800 NE 80th St Redmond, WA 98052 | 425.250.4789

## Robert Eagle Staff MS

1330 N 90th St Seattle, WA 98103 | 206.225.9915

## Rosa Parks Elementary

22845 NE Cedar Park Crescent Redmond, WA 98053 | 425.250.4788

## Sacajawea Elementary

9501 20th Ave NE Seattle, WA 98115 | 206.526.1357

## Sakai Intermediate

9343 Sportsman Club Rd NE Bainbridge Island, WA 98110 | 206.840.1319

## Salmon Bay Elementary

1810 NW 65th St Seattle, WA 98117 | 206.297.7764

## Tukwila Elementary

5939 S 149th St Tukwila, WA 98168 | 206.771.0951

## Twain Elementary

9525 130th Ave NE Kirkland, WA 98033 | 206.472.2033

## Āalilc (Halilts) Elementary

12781 N Madison Ave NE Bainbridge Island, WA 98110 | 206.840.1336

**\*\*Hours of operation differ by Club. Contact a specific Club for more details.**