

Summer 2020 PARENT HANDBOOK



**BOYS & GIRLS CLUBS
OF THE NORTHTOWNS**

Black Rock/Assumption Club

435 Amherst Street Buffalo, NY 14207

(716) 876-7582

Responsibilities of the Program:

It is the responsibility of the Boys and Girls Clubs of the Northtowns that we will provide a safe and nurturing environment for all members. Daily we provide a welcoming staff, hot nutritious meals, and purposeful program activities to our members. We implement safety measures to ensure that our members feel secure at our club locations. We will communicate efficiently with parents about the child's accomplishments, needs and any issues that arise.

Responsibilities of the Parent:

As a parent of a member, of the Boys and Girls Clubs of the Northtowns, we expect that you communicate any needs of your child as they arise. This includes health or medical issues, changes to membership application information and any school related issues. Parents are expected to pick up their child at the appropriate program conclusion time or they could incur a late fee.

Admission and Disenrollment policies:

All community members are able to inquire about the various club locations that the Boys and Girls Clubs of the Northtowns operates to find a fit for their child. Each Club has a membership application that must be filled out and submitted prior to the child starting at the club location. All clubs also have a membership fee that varies by location that must be fulfilled before membership will be granted.

The Boys and Girls Clubs of the Northtowns Clubs reserves the right to suspend or expel any member who is unsafe or cannot successfully thrive in the club environment.

Parent Communication:

At the Boys and Girls Clubs of the Northtowns we strive to keep parents involved in their children's care. If there is an issue with a member the parent will be contacted by either the Club Director, Assistant Director or your child's Youth Development Professional (YDP). If you have any questions or concerns please feel free to contact the Club Director.

In case of an emergency contact lists will be brought by Boys and Girls Clubs of the Northtowns staff. The parents will be notified by a designated individual such as a Club Director, Assistant Director or Youth Development Professional (YDP). Phone calls could be made from the club cell phone, where applicable, or personal cell phones depending on the situation. Please note that all emergency contact numbers and addresses need to be kept up to date for this purpose. Contact your Club Director for any updates in information.

In the event of an accident or injury the primary emergency contact will be notified. It is imperative that this phone number and address are current. If signed off on in the membership application, in the event of a serious injury your child could be transported to the emergency room for further medical attention. A staff member will stay with your child until a parent or guardian arrives. An incident report will be completed by the witnessing staff members and given to the parent within 24 hours of the accident or injury.

If there is a change in your child medical history or services they receive at school please notify the Club Director Immediately. You may be required to fill out an Individual Health Care Plan to better help us serve your child.

At the Boys and Girls Clubs of the Northtowns we strive to provide a ***Positive Place for Kids***

The safety of our members is our primary concern and therefore we have **no tolerance for fighting or bullying**. If a child acts out in an aggressive manner with the intent of harming another child he/she will be suspended. We understand each altercation is different and some incidents are more severe than others; therefore, our discipline may vary depending on each individual incident.

Code of Conduct:

1. Be honest and respectful to other members, staff and all club equipment.
2. Keep hands and feet to yourself at all times.
3. Use positive language at all times.
4. Remember to pick up after yourself.
5. Running is reserved for athletics.
6. Resolve disagreements in a positive way. Reach out to a staff member if you need help in resolving conflict.
7. **Cell phones are not permitted at the club.**
 - a. If necessary any member needing to use a phone will be permitted to use the landline.
8. Members can only leave the room they are in with the permission of staff and never alone.
9. Topics deemed as inappropriate by staff will not be disclosed unless in organized settings. (Drugs/alcohol etc.)
10. Any member suspended from school may not attend the Club. They must have completed their suspension and are allowed back in school before returning to the program.
11. Members can only attend the Club if they have attended school on that day.

Incidents are classified as the following:

Minor Incidents	Major Incidents	Extreme Incidents	Special Circumstances
<ul style="list-style-type: none">• Inappropriate language or yelling• Attention seeking behaviors• Misuse of club equipment• Being out of assigned area• Not keeping hands to self	<ul style="list-style-type: none">• Bullying• Disrespecting club staff or other members• Defiant behavior• Horseplay• Repairable vandalism• Confrontation without harm	<ul style="list-style-type: none">• Vandalism• Violent behavior• Theft• Threatening other members or staff• Drug possession• Weapon possession• Encouraging or instigating a fight	<ul style="list-style-type: none">• Unable to succeed in a 10:1 environment
All behaviors and classifications are at the discretion of staff members and the Unit Manager. Every situation will be reviewed by the Club Director to ensure fairness of all members involved. Safety of members is our number one priority and any member who displays unsafe behaviors will be removed.			

If one or more of the above mentioned rules or incidents occur the member is subject to the following consequences:

First offense: The member will receive a verbal warning as a reminder of the rule they broke.

Second offense: The member will be removed from the activity and will discuss with a staff member the rule they broke and why we enforce that rule.

Third offense: The member will be removed from the activity. A staff member will contact the parent/guardian and ask them to pick up their child.

Forth offense: The member will serve a suspension from the Club. The number of days will be determined by the severity of the member's actions.

Extreme behavior: The Boys and Girls Clubs of the Northtowns reserve the right to contact local law enforcement in any situation that warrants such action. The member will serve a suspension from the Club. The number of days will be determined by the severity of the member's actions.

Behavior Plan: A plan worked on between the child, parent and club director as a last step before expulsion and reviewed monthly.

Evacuation Plan:

Evacuation Plan	
In the event of an emergency an alarm/whistle will notify the children to evacuate the building. They will be brought to their designated safe location outside. Local authorities will be notified to come and clear the building. If determined that the building is unsafe, children will be relocated to the sites noted below. The children will be walked to the primary or secondary sites as they are in a short walking distance. Parents will be contacted by the designated staff members to inform of the relocation.	
Primary Relocation Site	Secondary Relocation Site
Assumption Church Bingo Hall	Wegmans
435 Amherst St. Buffalo, NY 14207	601 Amherst St. Buffalo , NY 14207
(716) 875-7626	(716) 877-0500

All program locations have been prepped to shelter-in-place in the event of an emergency that leaves your child in our care longer than expected program time. Each Northtowns Boys and Girls Club location has a plan in place to keep the children safe and occupied if they are unable to leave the building. We have a food supply, program materials and a safe clean resting space for all of our children. Parents will be notified and updated as necessary if we are sheltering-in-place.

Health Care policies:

The Boys & Girls Club offers well and mildly ill care only. We do not have the facilities to care for sick children. If your child is sick before school or gets sick in school, please do not send them to the Club. If your child becomes sick while in the care of the Boys & Girls Club, you will be called and you must make arrangements to pick up your sick child as soon as possible. If you will not be able to leave work another

Actions taken if child is not picked up:

If a child is not picked up at the appropriate time the designated emergency contacts will be notified. There may be a late fee associated with leaving your child in care longer than the program time as we need to then keep staff longer than their designated hours. If no one is reachable within a reasonable amount of time the local authorities may be contacted to take the child from our care.

Food Service Arrangements:

As a service to our members we provide a daily hot meal option through the CACFP program. This program ensures that the meals being provided to members are nutritional and balanced. As the Boys and Girls Clubs of the Northtowns we are committed to providing a safe and healthy environment as well as educating the members on healthy eating habits. We make the healthy choices of 100% fruit juice, nonfat milk and nutritious snacks to aid in prevention of childhood obesity. If you would like additional information about preventing childhood obesity please use our healthy living resources.

More CACFP Information:

<https://www.health.ny.gov/publications/4421.pdf>

Healthy Living Resources:

<http://www.jsyfruitveggies.org/>

<http://www.fruitsandveggiesmorematters.org/>

Instructional materials available for child abuse and maltreatment:

The abuse or maltreatment of children is against the law. Victims need an effective child protective service to prevent them from suffering further injury and impairment.

The purpose of the Child Protective Services Act of 1973 is to encourage more complete reporting of child abuse and maltreatment. The law established a Child Protective Service in each county in New York. Each Child Protective Service is required to investigate child abuse and maltreatment reports, to protect children (under 18 years old) from further abuse or maltreatment, and to provide rehabilitative services to children, parents, and other family members involved.

The New York State Office of Children and Family Services maintains a Statewide Central Register of Child Abuse and Maltreatment (SCR) for reports made pursuant to the Social Services Law.

Northtowns Boys and Girls Club staff members are background checked through the Statewide Central Registrar of Child Abuse and Maltreatment before they are cleared to work for our agency. As staff members of this agency we are mandated reporters and will be reporting any suspect of child abuse we see in our club locations. **Parents are reminded that they should report any child abuse they suspect by calling the statewide toll free number at 1-800-342-3720.**

Access to regulations:

At every Boys and Girls Clubs of the Northtowns our Office of Child and Family services regulations, by which we are governed, have recently changed. We keep a copy available at each club location for review if you would like access to it.

They are also available to download at any time by going to the following website

<http://www.ocfs.state.ny.us/main/childcare/default.asp>

Click on the section that states **part 414** effective June 1st, 2015

The State Office of Children and Family Services maintains a toll-free complaint line for complaints about day care programs. Call this number during normal working hours and a staff person will take the information. The Office is empowered to investigate any possible violation of child care regulations. If you think a person or program is operating without the proper license or registration certificate, this is also a basis for making a complaint. Your complaint will be investigated, and if it is substantiated, staff will work with the provider to correct any violations.

If you wish to make a complaint, call: (800) 732-5207

Additional Information:

Parental Pickups – We encourage all parents to try and wait until 5pm for pickups so that all our students can fully participate in academic and structured programs. We understand that time to time kids have to leave early however for us to be fully grant compliant with programs and for the kids to get the most of the club please wait till 5:00pm

Late Pickup Policy:

As a reminder all kids/club members must be picked up between 4:30-5:00 pm. Failure to pick up your child/children will result in the Club Director or Assistant Director giving parents a warning. This warning will be documented.

A 2nd late pick up will result in a \$15 fee per child for the first 15 mins, and a \$2 fee per child each minute after that. A parent will receive a late fee slip and have 1 week to pay the fee. Failure to pay will result in your child/children not being to attend until the fees are paid. We understand the traffic and weather can result in being here late but please call to let us know.

Parent Workshops and Trainings:

To fulfil grant requirements parents are asked to attend at least one parent workshop/training each year. Any questions or suggestions of possible trainings please see the Club Directo

BGCNT COVID-19 SAFETY PLAN

- Screening at Entry
- Virus Prevention Expectations
- Hygiene Practices
- Check-In/Out Procedures
- Social Distancing Activities
- What to do if Youth, Staff, or Parents Develop COVID-19 or Symptoms

Health Screening at Entry to Child Care what to do:

- Screen all staff and children upon entry to child care.
- Remember, no symptoms at the start of the day does not mean symptoms will not develop as the day goes on. Send any staff or children with symptoms of fever, cough, or shortness of breath later in the day to be screened in a separate room.
- If staff or youth are lining up (outside in the car) to be screened, ensure social distancing is followed – groups of 10 or fewer, people 6 feet apart from each other.
- Start an illness log at the beginning of each day to track any illnesses of staff or youth.

How to screen:

- Take the temperature of all staff and students using a hand-held touchless thermometer. If the temperature is higher than 100.4 F (38 C), the staff or student must go home, and cannot return until 72 hours AFTER the fever is gone.

REMEMBER: Wipe thermometer after each temperature check!

- Ask staff and students' parents/guardians if fever-reducing medication has been used; if the answer is 'YES' the staff or student must go home and cannot return until 72 hours AFTER the fever is gone.
- Any staff or students who are coughing repeatedly or having difficulty breathing at school entry should go home and cannot return for 72 hours after symptoms have improved.

Virus Prevention Expectations

- Youth and Staff will wash their hands upon arrival and every 30-45 minutes thereafter. (See Hygiene Practices)
- Ratio's will be kept to 2:10. No groups will exceed 12 including youth & staff.
- Rooms are limited to 10 members and two staff.
- Social distancing in groups, keeping members and staff 6 feet apart.
- Do not combine groups or meals or snacks.
- Have members eat in separate areas.
- If using a common space, lunch times must be taken in shifts
- *All snacks and meals must be individually served, no family style meals or snacks at this time.*
- *No pens should be shared unless sanitized after each use.*
- ***Hard to clean items should be removed from use at this time.***
- Rotate toys, if needed, so all can be cleaned and sanitized.
- Open windows and doors if possible to keep air circulating.
- *Drinking fountains should be inaccessible to youth.*

Outside Play: Offer outdoor play in staggered shifts. If multiple groups are outside at the same time, they should have a minimum of six feet of open space between outdoor play areas or visit these areas in shifts so that they are not congregating. Always wash hands immediately after outdoor play time.

• **When one group leaves an area or plays with a toy,** it must be cleaned before another group comes to the area or plays with a toy.

• **Disinfect all hard surfaces throughout the day.** Pay special attention to the high use items such as door knobs, light switches, keyboards, telephones, computer mice, countertops and tables.

Hygiene Practices

- Practice frequent hand washing with soap and water for at least 20 seconds.

• All staff and youth should engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- When entering a classroom
- Before meals or snacks
- After outside time
- After going to the bathroom
- Prior to leaving for home
- Before and after preparing food or drinks
- Before and after administering medication
- After handling garbage
- *Advise youth, staff, and families to avoid touching their eyes, nose and mouth with unwashed hands. Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available).*
- Assist/supervise youth washing their hands to ensure it's done properly.
- Place posters describing handwashing steps near sinks.

Drop-Off and Pick-Up

- Change sign-in/out to curb side in order to limit direct contact as much as possible.
- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents should not pick up their children, because they are more at risk for serious illness.
- Lock front door and **have parent/guardian pull up to the front of the building and call the Club.**
- A staff will go outside to walk the youth into the Club and sign them in for the day.
- Health screen for each youth upon arrival.
- **Have youth wash their hands upon entering the Club.**
- When parent/guardian arrives for pick up, they will call the Club and staff will walk the youth outside. • If check-in/out is electronic, frequently clean the screens or keyboards.

Social Distancing

- **Ratio's will be kept to 2:10. No groups will exceed 12 including youth & staff.**
- Keep these groups together throughout the day. Do not combine groups.
- *To the degree possible keep these groups the same from day to day.*
- Increase the space between children during table work.
- Plan activities that do not require close physical contact between children.
- **Limit item sharing, and if items are being shared, remind children to not touch their faces and wash their hands after using items.**
- Minimize time standing in lines.
- Incorporate outside time and open windows frequently.
- **Avoid gathering in larger groups for any reason.**
- Encourage social distancing in groups, keeping members 6 feet apart.
- Do not combine groups or meals or snacks.

Divide gym into two separate spaces if more than 10 youth with 2 staff. Create a barrier with cones, chairs, tables, etc.

- *Do not have youth sit in close proximity together to go over rules or directions for an activity or game, etc. (e.g. bleachers, circle)*

Best Practices:

Intentional Distancing

- Set up your spaces intentionally: tables/desks/chairs spaced apart
- 1 chair per table, if 2 are necessary set them on opposite sides
- Keep one unused computer between each youth
- Mark waiting spaces by restrooms and sinks that are 6 ft. apart. This allows 1 student to wait to wash hands rather than standing in a line
- Mark standing spaces on floor for check in and check out 6ft apart

Best Practices: Minimizing shared materials

- *Give each student their own set of supplies so they don't share*
- Set up a sanitizing station for any shared supplies: once used put at station for staff to sanitize and put back in rotation of use

Be intentional about planned activities:

- *plan for minimal contact activities or projects where supplies do not have to be shared*
- Put away any items that are frequently shared and hard to clean: legos, playdough, etc.

Best Practices: Intentional Distancing Activities

- Charades
- Hangman
- Pictionary
- I Spy
- Simon Says
- Hopscotch
- Jump Rope
- Freeze Dance
- Talent Shows
- Mafia
- Around the World
- Fitness Drills
- Carnival Games
- Picture Telephone
- Bingo
- Trivia
- Painting
- Drawing
- Writing a story
- Journal Making
- Reading
- Jewelry Making

Best Practices: Intentional Distancing Activities

- Friendship Bracelets
- Origami
- Self Portraits
- Still Life Art
- Collage Making
- Egg Drop
- Puppet Making
- Painting with nature
- Stamps
- Chalk Art
- Jeopardy

General Guidance for Open Clubs

Measures for protecting staff and club members from exposure to COVID-19 can vary depending on the type of work being conducted and exposure risk. Infection control methods should be based on a thorough risk assessment and using appropriate combinations of controls, in accordance with CDC recommendations and in consultation with state and local health authorities. Coordinating with health officials should always be the first step in making decisions as they can help

you determine the most appropriate control method

1. Provide training to all staff / members. OSHA requires all workers be trained with up-to-date information about the sources of exposure to the virus, the hazards associated with that exposure, and appropriate workplace protocols in place to reduce the likelihood of exposure. Training should also include information about how to isolate individuals with a positive or presumptive positive case of COVID-19
2. Require people to stay home if they are feeling sick or if they have sick family member in their home. Anyone who becomes sick or arrives sick must be isolated and sent home as soon as possible.
3. 3. Ensure you have adequate staff available to meet required staffing ratios or those established by local, state, or federal authorities.
4. 4. Reinforce personal hygiene habits. Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled. Avoid touching your eyes, nose, or mouth with unwashed hands.
5. Implement multiple social distancing techniques. For example, increase physical space between people, limit interactions, and use noncontact methods of greetings. Stagger arrival and/or departure times and restrict non-essential visitors.
6. 6. Intensify cleaning and disinfecting. • If feasible, install high-efficiency air filters and/or increase ventilation rates.
• Disinfect surfaces regularly including doorknobs, tables, desks and handrails in accordance with CDC recommendations.

Clubs Providing Childcare Services

Some clubs may be caring for the children of essential personnel while schools are closed during the pandemic. If you take on this responsibility, the following guidelines are will help control risk to an adequate level.

1. Child safety is the #1 priority. Under no circumstances shall any of our membership requirements and best practices be compromised. Child safety is non-negotiable, regardless of any relaxed legal requirements or liability exemptions.
2. Seek arrangements that will deploy nursing staff, custodial staff, food service staff, and other trained support staff to support the club in complying with disease prevention and mitigation guidance. If you are working with a hospital, have a physician assist with training and preparation.
3. Adhere to all safety guidelines, including current CDC guidance for childcare as well as any local regulations which may vary by jurisdiction.
4. Perform wellness checks. Have a qualified health care worker to screen staff and participants each day to the extent allowed by law. Take temperatures outside the facility and do not allow entry into the site if anyone has a temperature of 100.4 or above, has signs or symptoms of a respiratory infections, has had contact with a person with a confirmed case or who is sick, or has traveled to a location with widespread community transmission.
5. Require social distancing. No more than 10 children should be grouped together at any one time. Coverage should allow a distance of 6 feet between individuals. The curriculum should encourage individual activities in a group setting with adequate distancing.
6. Designate a staff member or use a professional cleaning/sanitizing service to sanitize the facilities each day, which includes equipment, furniture, cabinets, bathrooms, entry ways, hallways, door frames, toys, etc. Focus on high touch points like doorknobs, light switches, and faucets. Rotate and sanitize toys from one group to the next to prevent cross-contamination.
7. Increase universal precautions. Ensure that every staff person and child wash their hands throughout the day on a regular basis, at least every 45 minutes. In addition, ensure handwashing occurs before and after snacks or lunch, at entry, and before exit.
8. Have a space for staff or children who appear to become ill while at the site. Anyone who develops respiratory illness symptoms should be isolated in a room separate from others. If a separate room is not available, maintain at least a 6-foot distance between ill persons. If available, provide a simple facemask to them to prevent possible transmission of the virus to others.
9. Ensure adequate supplies on hand including soap, paper towels, toilet paper, and approved cleaning and disinfecting agents.

What to Do if Someone Tests Positive for COVID-19

1. Immediately send home or separate anyone who becomes sick at work. Advise employees to contact their doctor or local health department as soon as they show symptoms.
2. Ensure that staff know how to notify their supervisors if they are showing symptoms of COVID-19 and/or they test positive for

the virus. Generally, supervisors should not require proof of a positive test result or note from a healthcare provider to confirm COVID-19 illness.

3. Notify your local public health department of the positive case. The health department will provide guidance on what actions need to be taken.

4. Notify your DOD.

5. In consultation with the public health department and your DOD, prepare the appropriate communications, including:

a. If the individual who tested positive was in contact with any other staff during the 14 days prior to the positive test result, inform fellow employees of their possible exposure to COVID-19 but maintain the confidentiality of the individual who tested positive. Fellow employees may be advised to self-monitor their symptoms or quarantine, depending on the guidance of the health department.

b. If the individual who tested positive was in contact with any members during the 14 days prior to the positive test result, inform parents of their children's possible exposure to COVID-19 but maintain the confidentiality of the individual who tested positive. Families may be advised to self-monitor their symptoms or quarantine, depending on the guidance of the health department.

c. If the individual who tested positive was in contact with any other community partners during the 14 days prior to the positive test result, inform the community partners of their possible exposure to COVID-19 but maintain the confidentiality of the individual who tested positive. Other individuals may be advised to self-monitor their symptoms or quarantine, depending on the guidance of the health department.

d. Prepare a media holding statement. e. See the CDC's Guidance for Businesses and Employers for more information.

6. Close any areas used by the sick person for deep cleaning and disinfection.

a. Refer to the CDC guidance on cleaning and disinfecting, including: i. Open outside doors and windows.

ii. Wait 24 hours (or for as long as possible) before you clean and disinfect.

iii. Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, and shared electronic equipment.

7. Work in collaboration with your health department to determine when to re-open closed areas and when staff in quarantine may be allowed to return to work.

8. Continue regular cleaning, disinfection, social distancing, and hygiene pr