



BOYS & GIRLS CLUB OF DETROIT LAKES

Policies and Procedures

Boys & Girls Club of Detroit Lakes Hours of Operation and Contact Information

Mission Statement

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

HOURS OF OPERATION

School Year Program

September through May
Monday-Friday
2:30 pm to 6:00 pm

School Day Out

Dates and times vary. Please ask Club staff or check postings at the Club for specific information.

Summer Program

June through August
Monday-Friday
7:30 am to 5:00pm

CLUB INFORMATION

Address

P.O. Box 83
150 Richwood Road
Detroit Lakes MN 56502-0083

Important Numbers

(218) 847-5700 Main Line
41-0871442 Federal Tax ID #

Stay Connected

Website: www.bgcdl.org
Facebook: Boys & Girls Club of Detroit Lakes

STAFF CONTACT INFORMATION

Executive Director	Patrick Petermann	pat@bgcofdl.org	(218) 847-5700 Ext. 1
Program Director	Tami Skinner	tami@bgcofdl.org	(218) 847-5700 Ext. 2
Club Front Desk	Kim Samuelson	kim@bgcofdl.org	(218) 847-5700 Ext. 0
Marketing	Alyssa Hoskins	alyssa@bgcofdl.org	(218) 847-5700 Ext. 4
Accounting	Vicki Stelter	vicki@bgcofdl.org	(218) 847-5700 Ext. 3

Boys & Girls Club of Detroit Lakes is a funded program of the United Way of Becker County.
Boys & Girls Club of Detroit Lakes is an equal opportunity employer and service provider.

Health and Safety

❖ Exclusion of sick children and infectious disease outbreak control

Members who come to the Club sick or if a child becomes ill at the Club, the child will be isolated from the group and the parent/guardian will be notified immediately to pick up the child. Isolation does not necessarily mean a separate space; it means the child is not actively participating in activities with other children while waiting to be picked up.

Any and all suspected transferrable infestations or transmittable diseases, including but not limited to lice, chicken pox, pink eye, etc., will be addressed fully and in the following manner: parent/guardian will be contacted immediately to remove the child and proof of treatment from a doctor and approval from the Program Director and/or Unit Director and/or Executive Director must occur for the child to be allowed to rejoin Club programming. Notice will be posted at the front desk of any exposure to contagious, reportable diseases.

❖ Injury

Parents/guardians will be notified immediately if their child is injured at the Club and requires medical attention. In the event that we cannot reach the parent/guardian and immediate medical attention is necessary, Club staff will make every effort to ensure that proper aid is provided. Permission to seek emergency medical treatment is included in the Club member's "Permission, Release of Information, Assurances, & Release of Liability" form.

❖ Immunizations

Immunization records are required at the time of enrollment and are included in the Child's file. Notarized exemptions are located in the child's file.

❖ Administration of medication

We require your written consent to administer any prescription medication to a child. All medication must be in its current, original container with legible label stating child's first and last name. Medication will not be given to anyone other than who is named on the label, and it will not be given if it has an expired date. Staff will document medication distributed on the proper form that includes: the child's first and last name, name of medication or prescription number, date, time and dosage, and the initials of who administered the medication. Any medication provided will be stored in a proper location, in its original container, accessible only to Club staff.

Over-the-counter medication, including ibuprofen or Tylenol, will not be administered to your child by our Club staff without parent/guardian's written consent. If the child uses an over-the-counter medication on their own, parent/guardian must inform the staff.

Health and Safety

❖ Preventing and responding to allergies or medical conditions

At the time of enrollment, any known allergies or medical conditions must be reported to the Club along with an action plan completed by the parent/guardian. At the annual safety meeting, staff are informed of all confidential member information and emergency procedures. Any updated information is shared with staff and documentation of the shared update is kept in the binder. Staff are informed of all Club members with severe allergies or medical conditions, location of medications and given a copy of the action plan. A list of food allergies is posted in the kitchen. Medications must go on any field trips with the child and a list of Club members with allergies and action plans are included in the field trip emergency binder.

○ Food allergies and special diets

During the school year a light afternoon snack and/or meal is provided. During school days out and summer program months we will provide breakfast, lunch, and a light afternoon snack. If a child has known allergies, it is posted in the kitchen. If a child brings a lunch from home, staff must check for food items containing tree nuts/peanuts or food items processed in a plant that manufactures them. A child with allergies can opt to sit at a space kept open for children with allergies.

To protect the safety of Club members, we ask that members **DO NOT** bring food items containing tree nuts/peanuts **or** food items that were processed in a plant that manufactures them.

❖ Building and physical premises; free of hazards

Staff must do daily inspections of their areas to ensure they are clean and in good repair. Equipment and furniture is structurally sound and cleaning supplies are out of reach of children.

The Director should be informed of any concerns immediately. A BGCA safety checklist is routinely completed by designated staff and kept in program areas.

An online Child Safety Assessment is completed yearly through BGCA and an online Facility Safety Check is completed yearly through BGCA. Reports are generated based on the results of the assessments and discussed with the Midwest regional manager.

Chemicals and cleaning supplies are kept out of reach of children.

Staff are trained in first aid/CPR/AED. Bodily fluids are cleaned up and disposed of using OSHA standards and training. Personal protective equipment is available and must be used when performing first aid or cleaning/disinfecting any surfaces that came into contact with bodily fluid. Materials are disposed of in a sealed plastic bag.

Health and Safety

❖ Transporting Children

Transportation from the school to the Club is a contracted service through Olander Bus Company. Staff are not to transport children in their personal vehicle.

Club vans are used for field trips. Bus drivers must pass a background check, be a licensed driver in good standing with the appropriate license for the vehicle, and listed on the Club insurance policy. Drivers are prohibited from using cell phones while driving.

Buses are routinely cleaned and maintained. Rider logs are kept, cursory safety checks are completed before each trip, routine mechanic checks are completed.

Passengers must remain in their seat at all times. Voices should be kept to a conversation level with no loud yelling or screaming. There should be no food eaten on the bus.

The Club complies with all seat belt requirements. Parent/guardian must approve permission to transport on the "Permission, Release of Information, Assurances, & Release of Liability" form at the time of enrollment.

The staff will work with the child and family if there are behavior issues on the bus, but the Club has the right to refuse transportation with limited notice if the safety of the passenger or others is jeopardized.

❖ One on One Contact

All Boys & Girls Clubs must prohibit one on one interaction between youth and staff and volunteers, including board members. Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist or similar professional.

❖ Pick Ups by Other People—Authorized or Not Authorized

The Club will only release your child/ren to a person authorized to pick them up. Please provide the Club with the names of individuals authorized to pick up your child/ren on your behalf.

Club staff does maintain a list of individuals you have authorized, but in the event of a last-minute proxy pick up, please call the Club and notify staff who will be picking up your child/ren.

If there are individuals who are not authorized to pick up your child/ren, please provide the Club with the names of those individuals as well as whether or not a court order or other legal reason exists for why the individuals are not allowed to pick up your children. If you have legal documentation (e.g., court restraining order, custody order), please provide a copy to Club staff.

In the event a person who is not expressly authorized to pick up requests to leave the Club with your child/ren, Club staff will call you. If we are unable to reach you, we will notify the individual that we are

Health and Safety

❖ **Pick Ups by Other People—Authorized or Not Authorized (cont.)**

unable to release your child/ren to their care without your consent. If the unauthorized individual attempts to leave the Club premises with your child/ren, Club staff will notify law enforcement immediately.

❖ **Late Pick Up**

Our hours of operation are listed in the front of this booklet and posted at the Club. It is very important that you pick up your child/ren before our facility closes at the end of the day. If you are late and fail to contact Club staff to make arrangements and/or if the Club cannot reach you after thirty minutes of the Club's closing, Club staff will notify law enforcement. Consistent late pick ups will require a plan to resolve the issue.

Emergency Preparedness

❖ **See Emergency Plan**

Reporting

❖ **Mandated Reporting**

The club is mandated under Minnesota Statute 626.556 to report any suspicion of child neglect or physical or sexual child abuse. If any Club staff member, volunteer, or board member has a reason to suspect that a child attending the Club is being physically or sexually abused or neglected, a report will be made to the county social service department as required by law. Reports must be made immediately (within 24 hours) to Becker County Child Protection Intake at (218) 847-5628 ext. 5410. Reports concerning suspected abuse or neglect of children occurring at a certified child care program should be reported to Department of Human Services, Division of Licensing Maltreatment Intake line at (651) 431-6600. The telephone number of the Department of Human Services, Division of Licensing at (651) 431-6500 for reporting possible certification violations.

The certification holder must inform the commissioner within 24 hours of the death of a child in the program and any injury to a child in the program that required treatment by a physician. The certification holder must use the Certified Center Injury/Incident Reporting Form.

Staff are trained on Mandated Reporting during orientation, at the time of hire and annually thereafter. Documentation of training is located in the staff file and training binder.

Parental Access

❖ **Parental Access**

Parents or legal guardians must be allowed access to their child at any time while the child is in care. At the Club, we invite and encourage families to go to their child at pick up time, we schedule open houses each year where the families are encouraged to spend time at the Club playing together before they leave. Family events are also planned throughout the year to encourage families to spend time at the Club.

Confidentiality

❖ **Confidentiality**

All Club member and family information is kept strictly confidential. This includes all information collected on membership forms, permissions and releases, academic progress, discussions we may have with you about your child, survey and questionnaire forms, etc. Files and written records are kept in a secure location where only Club staff is able to access them.

Dress Code

❖ **Dress Code**

Club members, parents, guardians, staff, and visitors are expected to respect the Club's dress code. Please be sure your child is dressed appropriately for outdoor, seasonal, and creative artistic activities. We recommend members wear athletic shoes. The following attire **may not** be worn at the Club: see-through or mesh clothing, clothes that expose the midriff, halter tops, biking shorts, short shorts, tight-fitting or revealing apparel. Undergarments must be covered. Clothing and/or accessories that advertise or depict substances that are illegal for children (drugs, alcohol, tobacco products, etc.) or which are otherwise inappropriate (profanity, sex, obscenities, violence, gang-related, etc.) are also not allowed. Shoes must be worn at all times.

