



FAMILY ORIENTATION HANDBOOK 2024-25

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Through a partnership with the Bayfield School District ,The Club@Bayfield Friday Enrichment program is designed to provide fun, engaging activities for K-8th grade students.

The Friday program supports academic success through activities that promote character and citizenship, healthy lifestyle behaviors (active play, smart choices etc.), together with STEM, and arts & crafts fun!

Our program is open Fridays from 8:00am- 4:00pm at the Bayfield Intermediate School

- Participants must be registered in advance; this is NOT a drop-in program.
- District bus transportation will be available to/from the Intermediate School, from select pick-up and drop-off locations, pending program enrollment.
- Breakfast and lunch are available. Families must place their order by 8:15 Friday morning to receive the meals. If you will be arriving after 8:15am, please text us your request. Our site cell phone number is **(970) 508-7462**.

FAMILIARIZE YOURSELF WITH OUR PROGRAM'S POLICIES AND PROCEDURES

IDENTIFICATION?

Any adult (parent, grandparent, family friend, etc.) will be required to show official identification to pick up their child. As our staff becomes familiar with you, it will no longer be required. However, it is always a good idea to bring your ID in the event there is a substitute who is unfamiliar with you. Please communicate the need for ID with any person who will be picking up your child(ren).

STAFFING

Our program has an on-site supervisor, the site coordinator, along with several program assistants. The program is supervised by the Director of School Based Programs.

ATTENDANCE PROCEDURES

Attendance is taken several times daily. Parents/guardians are responsible for notifying the TheClub@Bayfield site staff if their child will be absent from the after-school program. **Please call or text the SITE phone number to report absences (970) 508-7462.**

Repeated failure to notify your program staff directly regarding absences may be cause for dismissal from the program.

LATE PICK UP

Our program ends at 4:00pm. Parents who are running late must call program staff.

Three late pick-ups may result in your child being dismissed from the program.

VISITORS and VOLUNTEERS

We may occasionally invite outside agencies into the program to present an activity. These individuals will be thoroughly vetted and will not be left alone with children. All volunteers go through the same background check process as staff members.

SNACK

Two small snacks are provided each day. Children are encouraged to bring their own snacks to supplement what is provided.

If your child has a food allergy, we will try our best to accommodate them. We have very limited options for gluten/dairy/nut/etc. free snacks.

COMMUNICATION

Parents/guardians will receive text and/or email alert notifications from the Club in the case of urgent operations changes (cancellations due to weather, for example). Please email info@bgclaplata.org with phone and email updates to ensure you receive this important information.

Please remember to send information about changes to emergency contact information to info@bgclaplata.org, as well.

Families will receive the Club's e-news regularly via email.

BEHAVIORAL SAFETY POLICIES

At the Boys & Girls Club of La Plata County, our top priority is to ensure a safe and supportive environment for all our members. We are committed to promoting a space where children can enjoy themselves, engage in fun and educational activities, and where staff can lead these programs effectively. To maintain this environment, we have established a safety policy that outlines expectations. We encourage open communication between staff and families to address any concerns or to support behavioral improvements.

We appreciate your cooperation and commitment to maintaining a positive and safe environment for all our members.

To keep everyone safe and ensure that our programs run smoothly, behaviors are categorized into three tiers, following are some examples of behaviors and potential consequences. Please note that this is not an all-inclusive list and specific behaviors may result in a long-term loss of attendance privileges:

Tier One Behaviors

Examples:

- Disrespectful behavior towards peers and staff
- Refusing to follow directions or participate
- Creating disturbances that affect others' ability to participate
- Mistreating Club equipment and supplies
- Refusing to follow Club rules and expectations

Action:

- **Initial Incident:** Staff will address the behavior and discuss it with the Club member.
- **End of Day:** Staff will inform parents/guardians of the incident when the child is picked up.
- **Repeated Incidents:** Repeated Tier One behaviors within a month may necessitate a safety agreement to outline expectations and consequences.

Tier Two Behaviors

Examples:

- Briefly leaving the group or hiding from staff and peers
- Putting hands on another Club member (e.g., pushing, shoving, grabbing)
- Unsafe behavior on the bus

Action:

- **Initial Incident:** Staff will address the behavior and discuss it with the Club member.
- **End of Day:** Staff will inform parents/guardians of the incident when the child is picked up.
- **Consequences:**
 - If similar behavior occurs a second time within a month, the Club member may lose attendance privileges for one day and a safety agreement will be created.
 - If the behavior happens a third time a month, the Club member may lose attendance privileges for two days.
 - Continued behavior issues may result in longer-term suspension or potential permanent exclusion from the program.

Tier Three Behaviors

Examples:

- Physical aggression (e.g., punching, hitting, fighting, throwing items at someone)
- Destruction of property
- Physical aggression towards staff
- Use of derogatory comments
- Harassment or bullying
- Elopement (leaving the program area without permission)
- Inappropriate behavior during field trips

Action:

- **Immediate Response:** Parent/guardian must pick up their child.
- **Safety Agreement:** A safety agreement will be created outlining expectations and consequences.
- **Consequences:**
 - The Club member may lose attendance privileges for at least one day.
 - Continued Tier Three behavior within a month may result in extended suspension or permanent exclusion from the program.

Parent/Guardian Safety Resources:

Safe-to-Tell: <https://safe2tell.org/>

Bullying Prevention: <https://www.stopbullying.gov/prevention/how-to-prevent-bullying>

Child Safety: <https://www.bgca.org/about-us/child-safety>

MANDATORY REPORTING

The Club @Bayfield staff are mandatory reporters. We are required, by law, to report any suspicions of abuse or neglect to the Department of Human Services.

INFLUENCE OF DRUGS OR ALCOHOL

If staff suspects that an adult is under the influence of drugs or alcohol at the time of pick up, and the adult is driving, our staff will suggest the adult find an alternate method of transportation. If this suggestion is not taken, 911 will be called and the adult's name and vehicle license plate will be reported.

HEALTH, SAFETY, AND MEDICATIONS

Our site is equipped with a first aid kit. At least one staff person at each site is CPR/First Aid certified. The site coordinator will notify parents immediately of serious injury or illness. A written record will be kept of all injuries and accidents requiring first aid.

Emergency medications (epi pens/inhalers, etc.) are the only medications administered by our staff.

If a child becomes ill while at our program, the parent/guardians will be called and asked to pick their child up early.

In the event of an emergency warranting medical attention or considered life threatening, our staff will call 911 or take other necessary emergency action.

Parents/guardians and/or emergency contacts will be contacted after 911 has been called.

SUNSCREEN

The Colorado Department of Human Services has issued regulations for the use of sunscreen and shade requirements at childcare centers. Children over the age of four are allowed to apply sunscreen themselves. *If you would like your child to wear sunscreen at recess and during outdoor field trips, please provide them with a bottle for their backpack.* We will remind all children to apply it before heading outside.

PERSONAL POSSESSIONS

Please have your child(ren) keep their personal possessions at home. This includes toys, Pokemon cards, Hot Wheels, stuffed animals, etc.

If they do bring items to our program, we will ask that they remain in their backpack.

MEDIA/SCREEN POLICY

On occasion (usually due to children earning a reward or inclement weather) we will show a movie. We use commonsensemedia.org to decide which movies are appropriate for the group to watch. You may opt your child out of any media/screen time during registration.

Children are required to follow the Club's Acceptable Technology Use policy available at bgclaplata.org. Click on the About Us/Club Member Safety tab.

INCLEMENT AND EXCESSIVELY HOT WEATHER

During periods of severe weather children will remain indoors. Please make sure your child comes to school dressed appropriately for recess.

SPECIAL NEEDS SERVICES

Decisions to provide services to any child will be made with regard to appropriateness of programming, safety, capacity based on attendance numbers, and individual child(ren) needs. Special needs services comply with ADA.