



FAMILY ORIENTATION HANDBOOK 2025-2026

WELCOME TO THE BOYS & GIRLS CLUB

Our program serves children in K through 8th grade at Bayfield Intermediate School.

The Boys & Girls Club is a program designed to provide fun, engaging, activities for kids. The Boys & Girls Club's outcome driven program supports academic success through activities that promote character and citizenship (leadership), and healthy lifestyle behaviors (active play, smart choices, etc.) together with STEM, and the arts.

This Family Orientation Handbook outlines what you may expect from the Boys & Girls Club and contains our policies and procedures.

WHERE IS THE BAYFIELD BOYS & GIRLS CLUB?

Bayfield Intermediate School

720 E Oak Dr, Bayfield, CO 81122.

FAMILIARIZE YOURSELF WITH OUR PROGRAM'S POLICIES AND PROCEDURES

FEES & FINANCIAL ASSISTANCE

The Friday full-day program is provided for free thanks to the Bayfield School District.

Financial assistance

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 program. **Please call or text the SITE phone number to report absences.**

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

LATE PICK UP

Our program ends at 4:00pm each Friday.

Parents who are running late must call program staff. There is \$1 a minute fee for late pick up starting at 4:05pm.

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

One small snack is 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.

HOURS OF OPERATION

Club operates on Fridays during the school year from 8 am- 4pm. See Club Calendar for full list of dates.

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 or lack of staff, 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.

WATER

Occasionally the City of Durango needs to shut the water off in a building, either for maintenance or because of a problem. If they determine that the water will be off for more than two hours, we will require parents to pick up their children as soon as possible. State law dictates that child(ren)s cannot be in a building without running water for more than two hours.

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, each with specific examples and corresponding actions:

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 will 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 will 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 director 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.) and medications prescribed for a disability are the only medications administered by our staff. Communicate with your Site Director in advance to coordinate medication administration.

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.

HOW SICK IS TOO SICK

Our exclusion from care is based on recommendations from the public health department. It includes, but is not limited to the following:

- **Fever:** Children should be kept at home if they run a temperature of 100 degrees or more. They may return to care after being fever free without medication for fever reduction for at least 24 hours.
- **Vomiting:** A child who cannot hold stomach contents down must be excluded from care until they have had normal meals and the vomiting has subsided for at least 24 hours.
- **Diarrhea:** This is defined as loose watery stools that cannot be contained. If a child has three stools in a period of 2 to 3 hours that cannot be contained in the diaper or clothing, parents will be notified. Numerous germs can be passed through feces and if it is uncontrollable there is greater danger that it will spread, potentially infecting several children. The child may return to care once they have normal stools while eating regular meals.
- **Nose & Eye discharge:** Children who have thick, green, excessive discharge will need to be excluded from care until they have seen a doctor, and it is under control.
- **Conjunctivitis:** Commonly known as pink eye, this is a condition that is very contagious. A child whose eyes are inflamed, red, itchy or draining with mucus needs to be removed from care. They may return once the child is on medication for 24 hours and there is no further drainage.
- **Open blisters or sores:** Any open place on a child's skin that is bleeding or oozes bodily fluid can be hazardous. The child needs to be excluded until the skin is crusted over.
- **Skin rashes:** All skin rashes need to have a doctor's note indicating the child is not contagious to return to care.
- **Sore Throat:** A child who has a sore throat, especially if accompanied by fever or swollen glands should be kept at home. A child with strep throat must have had at least 24 hours of an antibiotic to return to the center.
- **Respiratory Symptoms:** This includes difficulty in breathing, or continuous coughing to the point that the child cannot rest comfortably.
- **Head Lice and Nits:** Parents will be notified to pick up a child with a suspected or confirmed lice infection. Treatment will be required. The child may return to school as she or he is completely free of lice and nits. Children will be inspected when they return to school.

PERSONAL POSSESSIONS

Please have your child(ren) keep their personal possessions at home. 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. 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. Club members will also complete a digital citizenship course once becoming a member.

INCLEMENT AND EXCESSIVELY HOT WEATHER

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

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.

SAFETY POLICIES

The Club has safety guidelines on site.

These include:

- Evacuation procedures
- Lock-Downs
- Secures
- Communication between schools and administration during crisis situations
- Fire drills
- What to do in case of a gas leak
- What to do in case of serious injury or medical emergency
- Emergency Call Procedures
- Listing of Emergency contacts
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These policies are available on flip charts at each site.