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**BOYS & GIRLS CLUBS  
OF MILFORD**

# SUMMER CAMP PARENT HANDBOOK

## **Mission & History**

“To enable all youth, especially those who need us most, to reach their full potential as productive, caring and responsible citizens.”

The Boys & Girls Club of Milford will service as its primary constituency youths between the ages of 6 to 18. These members will be served through a series of well-defined program areas whose objectives will encompass recreation, social development, educational growth, and cultural enrichment to assist them in reaching their potential as members of their families and citizens of the community.

The Club is a non-profit (501c3), private organization for dues-paying members. Memberships are required to use the Club facilities. Through a series of core program areas (character and leadership development; education and career development; health and life skills; the arts; and sports, fitness, and recreation) the Club strives to create among its members positive self-identity, health and wellbeing, positive values, a commitment to learning, social competency, and community and civic involvement.

Membership in the Boys & Girls Club of Milford is open to children, regardless of race, color, religion, or national origin, between the ages of 5 and 16 years. The membership fee covers participation in the Club's core programs: social, cultural, sports, and recreational activities.

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# A LETTER FROM OUR EXECUTIVE DIRECTOR

Dear Parents, Guardians and Friends of the Boys & Girls Club,

The Boys & Girls Club of Milford is excited to kick off another year of summer camp! We understand just how much our kids have been through the past few years and we are ready to ensure a fun, friend filled, safe, and exciting summer experience for all! Our staff has been very busy the last few months planning our best summer camp experience yet. We have field trips, art projects, special events, programming, and so much more ready for our members.

As you and your family join in on the Boys & Girls Club of Milford fun this summer please know that our main goal is to not only provide a fun and safe summer camp experience, but to also ensure we are a full support system for your family. When you become a member of the Boys & Girls Club you become a part of our family and we want to ensure that our family is happy, healthy, and supported. Please reach out to any of our full time team members if there is anything we can do to better serve you. We have a plethora of resources and experience in working with youth and are happy to share it with the Milford community.

Thank you for entrusting us with your child this summer and we look forward to the fun, laughter, and excitement!

Sincerely,

Megan Altomare  
CEO  
Boys & Girls Clubs of Milford

# A LETTER FROM OUR DIRECTOR OF OPERATIONS & SUMMER CAMP DIRECTOR

Dear Parents and Guardians,

Thank you for signing up your child for the Boys & Girls Club of Milford Summer Program. We are excited to serve you and your family in our Simon Lake Clubhouse this Summer.

As a city-owned building that we rent, we share the building with two other agencies, the Board of Education and the Milford Police Training Academy. As a shared space, each of our agencies has taken the measures to separate our spaces through signage, separate entrances, and security systems. The operations of these organizations are entirely separate from the Boys & Girls Club and will not interfere with our programming. It is important that you discuss this with your child and explain the importance of respecting not only this rule, but all the Boys & Girls Club of Milford's rules.

The Boys & Girls Club of Milford Simon Lake Unit entrance is located at 59 Devonshire Rd. and is clearly marked by several signs.

Below, you will find lots of important information regarding the Summer Camp program. We are looking forward to a fun filled summer and making many memories with your children!

With an outdoor playscape, black top area, air conditioned facility as well as a fun-filled field trip agenda and special events, we are thrilled to welcome your children to our program.

Summer Camp fosters positive relationships, encourages new experiences, and creates lasting friendships. We look forward to a fun, enriching, and high-quality camp experience this summer! Please do not hesitate to reach out if you have any questions or concerns!

*Best,*

*Jill DeWerd  
Director of Operations*

# ABOUT THE BOYS & GIRLS CLUB OF MILFORD

The Boys & Girls Club of Milford is part of a nationwide affiliation of local, autonomous organizations that work to help young people of all backgrounds develop the qualities they need to become responsible citizens and leaders.

Today, over 1000 boys and girls are taking advantage of the programs, activities and services provided by the Boys & Girls Club of Milford. They benefit from trained, caring, professional staff and volunteers who help young people take control of their lives, envision productive futures, and achieve their goals.

We offer our members daily access to a broad range of programs in five Core Program Areas: The Arts, Education, Leadership & Service, Health & Wellness as well as Sports & Recreation.





# GENERAL SUMMER CAMP INFORMATION

## Summer Camp Weeks & Themes

**Week 1: Boys & Girls Club Spirit Week** ~ June 23rd - June 27th

**Week 2: Camp Impossible – Spy vs. Spy** ~ June 30th - July 3rd (Closing at 2:00pm on July 3rd, Closed on July 4th)

**Week 3: Lost in Atlantis** ~ July 7th - July 11th

**Week 4: Out of This World – Galactic Explorers** ~ July 14th - July 18th

**Week 5: Mad Scientists & Wacky Inventions** ~ July 21st - July 25th

**Week 6: Legends & Mythical Creatures** ~ July 28th - August 1st

**Week 7: Passport to Adventure – Global Quest** ~ August 4th- August 8th

**Week 8: Survival Island – The Ultimate Challenge** ~ August 11th - August 15th

**Week 9: Big Summer Blow Out!** ~ August 18th - August 22nd

## Summer Camp Hours & Fee's

**Before Care:** 7:30am - 9:00am

**Regular hours:** 9:00am - 5:30pm

**Before Care weekly fee:** \$50.00

**Regular hours weekly fee:** \$ 250.00

**Summer Camp Before Care Week 2 Fee (Short Week) ~ \$40.00**

**Summer Camp Week 2 Fee (Short Week) ~ \$200.00**



# GENERAL SUMMER CAMP INFORMATION

## Registration

Registration can only be done online at [www.boysandgirlsclubofmilford.com](http://www.boysandgirlsclubofmilford.com). Please look over the registration form carefully before submitting.

Your registration is not complete until you:

- Make your payment.
- Complete all additional paperwork.
- Turn in an up-to-date physical form.
- Turn in up to date and complete medical forms and medication; if applicable.

The Club cannot hold your spot until all steps are complete.

While registering, at the bottom of the screen there are two options for payment. You can select **Process with Payment** and continue on the next screen to input your credit or debit card for the full amount of payment. **OR** select **Submit without Payment** and choose from our additional payment options; an online payment can be made through our PayPal Donate link which you will receive in your Registration Confirmation email, or a check or money order can be dropped into our Black Drop Box near Door 13 at our Simon Lake Unit within 24 hours to secure your spot in summer camp.

**A \$25 non-refundable deposit is required for all weeks that you are registering for. This deposit can be paid through our PayPal Donate link which you will receive in your Registration Confirmation email. You will have 24 hours to complete this initial payment after confirmation. All remaining balances need to be paid by June 1st to hold your spot and for your child to begin Summer Camp.**

**If you need financial assistance or a payment plan or have any questions about registration please reach out to [KassandraSebas@BGCMilford.com](mailto:KassandraSebas@BGCMilford.com) or call the Club at 203-713-8055**



# SCHOLARSHIPS & CARE 4 KIDS

There are limited Club scholarships available for those who qualify. For more information on the Scholarship Program contact the Clubhouse or visit our website to find our Financial Assistance Form under the Documents tab.

The Boys & Girls Club of Milford accepts Care 4 Kids for the Summer Camp Program. In order to participate in the Summer Camp Program and utilize Care4Kids or a scholarship, a \$25/week deposit is required at the time of registration for all weeks that you are registering your child for. The Summer Camp program should be paid in full before Summer Camp starts. Reimbursements will be made after you receive approval for Care4Kids and the Club receives payment from Care4Kids.

If you are applying for Care4Kids, email your Parent Provider Agreement to [KassandraSebas@BGCMilford.com](mailto:KassandraSebas@BGCMilford.com). We will complete the Club's portion and email it back to you.

Parents are to submit their application to Care4Kids. Please visit Care4Kids at <https://www.ctcare4kids.com> or visit our website to find our Financial Assistance Form under the Documents tab.

**If you would like to set up a payment plan,  
please contact Kassandra Sebas at the  
Clubhouse or email Kassandra at  
[Kassandrasedbas@BGCMilford.com](mailto:Kassandrasedbas@BGCMilford.com)**

## REFUNDS

Refunds will not be issued for any reason.

If you have any questions relating to this policy, please email Executive Director, Megan Altomare at [\*\*Meganaltomare@BGCMilford.com\*\*](mailto:Meganaltomare@BGCMilford.com).



# DROP OFF & PICK UP

Parents will need to park in our parking lot at 59 Devonshire Rd.

## For Drop Off:

- Walk through the Black gate towards the basketball hoops.
- Once you get to the corner of the building, take a left and walk straight until you get to our Silver Double Doors.
- Once inside, please walk your child to the front desk and tell our front desk attendant your last name. Your child will then be signed in and can go to their designated home base.

## For Pick Up:

- Walk through the Black gate towards the basketball hoops.
- Once you get to the corner of the building, take a left and walk straight until you get to our Silver Double Doors.
- Once inside, please have your ID ready. After checking your ID, our front desk staff will call for your child over the intercom. Please be patient, it may take your child a few minutes to get to the front desk.



# GROUPS & RATIOS

Campers will be divided into groups based on the grade they were just in, not the grade they are going into.

Our ratio, determined by the OEC, will be 9:1 for campers less than age six and 12:1 for children aged six or older.

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## PERSONAL ITEMS and LOST & FOUND

·Members and staff are not allowed to bring any personal items into the facility, other than their Water bottle, bathing suit, towel, lunch, and snacks. If there is a specific or medical reason a member will need to bring in personal belongings, this must be disclosed and pre-approved by the Executive Director or Director of Operations.

Materials and supplies for programming will be provided by the Club.

**We will display the items left behind on a table in the front lobby so that they may be easily identified and retrieved. We bring items to Goodwill weekly. Please be sure to check lost and found regularly.**

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## WATER

Members should bring a reusable water bottle with them to the Club each day.

Drinking fountains will not be used, but automatic water dispensers will be used to fill water bottles

# LATE POLICY

The parent of Boys and Girls Club of Milford members are under an obligation to pick up their children by the close of the Club day as defined by registration. If a member is not picked up the time they were supposed to be, a late fee will be imposed based on the chart below. A member will not be allowed to return to the club until the late fee is paid.

**First Time- None, 2nd- \$5, 3rd- \$10, 4th or more- \$20**

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## PARENT WAITING AREA

During pick up, parents should wait in the designated area near the front desk. Parents should not walk down the hallway or enter any rooms with out permission from a Camp Director.

Parents can communicate with Summer Camp Directors and staff through email and telephone as well as requesting them to the front desk through the PA system.

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## REMINDERS & UPDATES

Mass communications about our Clubhouse and programs will be sent to parents through our email newsletter. Please make sure to provide your email address on the registration to be added to our email blast list as well as follow our social media platforms (Facebook & Instagram) for most up to date information and daily and weekly updates.

# Extra Clothing & Appropriate Footwear

Extra clothing and appropriate footwear are also very important. Please be sure to pack your child a bathing suit and possibly a change of clothes seeing as water play is very frequent during Summer Camp.

Wearing sneakers or closed toe shoes is also mandatory. Your child may bring sandals or water shoes to wear while participating in water activities. Note: All members must bring a backpack to Summer Camp and all items must remain in their personal backpacks.

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## MEALS & SNACKS

Lunch and snack should be brought to camp every day in a standard size lunch box that is labelled with your child's name, an ice pack and able to be zipped.

Summer Camp is a long day where the campers are very active, please make sure to send your child with enough food to sustain them throughout the day. **Most parents understand their children's eating habits better than we do. Please provide the appropriate number of snacks, drinks, and lunch to get them through a hot summer day.**

**The Boys & Girls Club of Milford does not provide snack or meals.**

**Microwaves are NOT available so please pack ready to eat meals.**

**We are NOT a peanut free facility.**

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## CHILD ABUSE & NEGLECT POLICY

All of our staff have a responsibility to prevent child abuse and neglect of any children involved in our Club. All staff will be trained as Mandated Reporter.

# FIRST AID

## **In the event of an illness or injury that requires the immediate attention of a health-care professional and/or staff will:**

- Contact emergency medical services.
- Give the child first-aid treatment or CPR when needed.
- Contact the child's parent.
- Ensure supervision of other children in the group.

## **In the event a child becomes ill while in our care, staff will:**

- Contact the parent to pick up the child;
- Care for the child apart from other children;
- Give appropriate attention and supervision until the parent picks the child up;
- Give extra attention to hand washing and sanitation

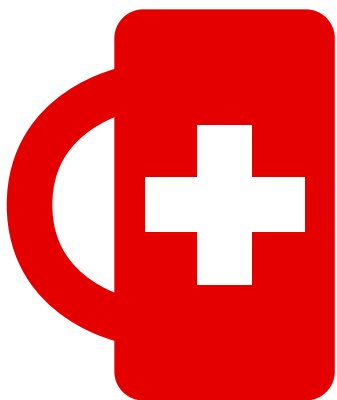
## **In the event of an injury that requires minor first aid attention, staff will:**

- Staff will notify lead staff of incident
- Ensure supervision of other children in the group.
- Lead staff will follow first aid protocol of using gloves and performing first aid in designated location

## **MEDICATION**

Any child requiring the administration of medication (either daily or in emergency situations) must have an Authorization for the Administration of Medication form (included in this packet) on file. These forms (and medications) must be filed yearly and must be turned in before your child's first day of camp. Medications must be in the original container and labeled with the child's name, name of medication, directions for the medication's administration, and date of the prescription. Medications will only be administered by the camp nurse or director. All unused medication will be destroyed if not picked up within one week following the camper's departure at the end of camp.

Please have this paperwork in by June 13, 2025 in order to begin on the first day of Summer Camp.





# FIRST AID

## **Medical Policies and Procedures**

The safety of campers is a top priority for the Boys & Girls Club summer camp program. Our camp meets or exceeds all standards set by the Connecticut Licensing requirements. The following medical procedures are in place to assure the appropriate support of summer programs.

## **Medical Supervision**

The Boys & Girls Club Summer Camp Physician is Dr. Howard Sadinsky. Dr. Sadinsky is not on-site during summer camp but provides oversight in our preparation for camp and is on-call as needed for consultation.

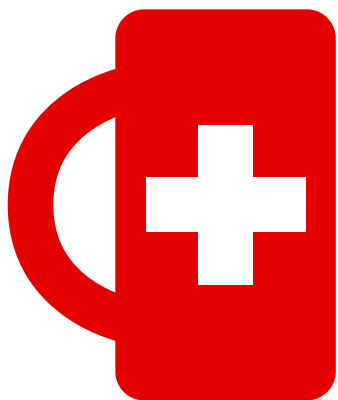
## **Medical Training of Staff**

All Directors and Supervisors are Trained in CPR/AED (Automatic External Defibrillator) for the Professional Rescuer and First Aid. They are also trained in the administration of oral medications, topical medications, inhalants, and epi-pens.

## **Injuries Requiring Medical Attention**

Adequate and appropriate supervision is provided at all times at the camp, however, accidents and injuries can still occur. In the event that an injury occurs during camp, staff (including volunteers) will attend to the child. If the injury warrants further immediate medical attention, every effort will be made to contact a parent or guardian. If efforts to contact the parent/guardian are unsuccessful, the staff will take steps to take the child to a physician or hospital.

Please be sure to provide complete contact information when registering your child for camp. Please be sure to include appropriate daytime phone numbers. Injuries that require minor treatment will be reported to a parent/guardian at the end of the camp day.



# CLUB HOUSE RULES & DISCIPLINE POLICY

## CLUBHOUSE RULES

### While in the Club,

- Members must not leave the Club without permission
- Fighting, swearing, smoking and gambling are prohibited
- Respect is a must... rudeness will not be tolerated
- Running, roughness, and horseplay are not permitted
- Members must take good care of Club equipment. If they break it while using it improperly, you pay for it.
- Sitting on tables is prohibited
- Members must respect the rights of others
- Member must stay with their group
- Follow social distancing rules

## DISCIPLINE POLICY

- Verbal warning
- Time-out
- Two time-outs in the same day = 1 day suspension
- Club suspension/parent meeting
- 3 Suspensions = Expulsion

### Causes for Immediate Suspension and/or Expulsion:

- Physical Fighting (even with your brother or sister)
- Use or possession of alcohol, drugs, or any other illegal substance
- Possession of a weapon or any item which could cause bodily harm
- Defacing or destroying the Club's property
- Disrespect towards a staff member
- Children are responsible for broken items that are not accidents. Children will not be permitted to use the Club until payment is made.

**If your child is suspended from the Club, it is expected that they will be picked up from the Club immediately. If your Child is not picked up within one hour of us contacting you an additional day of suspension will be added.**

## BEHAVIOR & INCIDENT MANAGEMENT

All members and parents must adhere to BGCM Expectations and Guidelines. BGCM reserves the right to implement the discipline and behavior management process at any point in time, up to and including suspension, probation, and/or membership termination.

- Parents will be notified of repeated intentional lack of adherence to social distancing.
- As always Parent(s) and/or guardian(s) of children involved in any incident are informed verbally and are asked to sign the incident form acknowledging that they have been made aware of the situation involving their member.
- Injuries, property damage, behavior management, and other incidents are all documented and reported to senior leadership at BGCM

**The Executive Director and Board of Directors has the right to expel any member at any time for severe disciplinary issue.**

# TOILET TRAINING & HYGIENE POLICY



## TOILET TRAINING

The Boys & Girls Club of Milford does not accept children into membership who are not toilet trained. It is the same policy that governs acceptance into the public schools, which is designed not only to prevent “accidents and distractions” during the course of the school day, but to ensure the well-being, health, and self-esteem of the child.

However, from time to time, accidents may happen. In the event of an accident, you can expect these procedures to be followed:

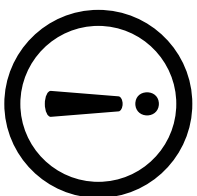
- Club staff will clean your child as well as possible and will provide clean clothes for the child to wear while waiting for their parent to arrive.
- Parents will be notified immediately through the contact numbers provided on the child’s registration. Children will be kept in the Director’s office until the parent arrives.
- Parents are expected to respond as quickly as possible and to bring clean, dry clothing for their child. If we provided clothing, parents are to launder it and return it the next day.
- Huggies®, Pampers®, or any other type of diaper or “pull up” are not acceptable
- Undergarments and will be taken as a sign that a child is not toilet trained.
- Any child who has more than two toilet accidents during summer camp will be considered not toilet trained and will not be allowed to participate in Club activities for the remainder of summer camp.

## HYGIENE

Proper hygiene is required for all Club members. Children should be clean, have clean clothes and proper hair treatment.

In the case of lice, all nits must be removed, and the child must have a doctor’s written permission to return to the Club. Pink eye, coughing, and other medical problems must be treated before a child attends the Club. Parents must pick children up immediately, if a hygiene problem exists. All children must be toilet trained to attend the Club (policy available upon request).

**Also, if your child is of appropriate age please consider the use of anti-perspirant due to the heat.**



# ILLNESS & EMERGENCY SITUATIONS

## ILLNESS & EMERGENCY SITUATIONS

Staff and members will be observed for cold/flu like symptoms throughout the day.

- If a member develops an illness or signs of an illness during the day the group leader will immediately notify the supervisor in charge of the building. The member will be removed from the group and brought to an isolated supervised area while waiting for their parent/guardian to pick them up.
- If a parent/guardian is called to pick up their sick child, the child must be picked up within 30 minutes and will not be allowed back to camp without verification that they are well.
- Any person sent home displaying any of the symptoms related to COVID-19 must wait 5 days before returning to the program and be symptom free without the use of medication OR have a written approval from a physician.

## EMERGENCY INFORMATION

It is important that everyone cooperate fully with illness and emergency procedures; they are intended to protect the well-being of all members. Any change in EMERGENCY INFORMATION MUST be communicated to the Club immediately. This is the ONLY way this information can be updated in your child's file.

## FIRE PROCEDURE

In the event of a fire, evacuation from the building will be through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the fire exit. The group will walk safely away from the building, and line up for attendance. The staff will immediately take attendance. Should it not be possible to return to the building, parents will be notified via cell phone to pick up their children.

# PARENTS HIRING EMPLOYEES

Employees of the Boys and Girls Club may work or volunteer for the parents of club members in a personal capacity. When working with a club member outside of structured club activities, the employee is doing so in a personal capacity and is not working on behalf of the club.

The Boys and Girls Club of Milford is not liable for the actions of any of its employees acting in a personal capacity. Boys & Girls Clubs employees are only responsible for club members during structured club activities. When interacting with club members outside of structured club activities, including but not limited to when the employee is hired by a club member's parent to perform a service, the employee is acting as an individual in his or her personal capacity and is not acting on behalf of the club.

The Boys and Girls Club of Milford is not liable for the actions of any of its employees acting in a personal capacity. Boys & Girls Clubs employees are only responsible for club members during structured club activities. When interacting with club members outside of structured club activities, including but not limited to when the employee is hired by a club member's parent to perform a service, the employee is acting as an individual in his or her personal capacity and is not acting on behalf of the club.

This means that the employee cannot make any claim against the Boys and Girls Club of Milford, including but not limited to worker's compensation claims, arising out of working in his or her personal capacity for a club parent or other person.





# MEMBER & PARENT EXPECTATIONS

The Boys & Girls Clubs of Milford strives to maintain a Club environment that is built on respect for all. As such, there is a zero tolerance policy for behaviors or actions that jeopardize the health, safety, and well-being of any individual(s) being served or employed by the organization; this includes but is not limited to other parents, members, staff, volunteers, and partners of the organization.

- BGCM does reserve the right to terminate any membership based on the behavior of member and or parent/guardian.
- Parents/guardians are asked to support the Club in providing a safe space for our members and staff by informing the Club of any changes to their child's health or community exposure. If a child exhibits any symptoms of fever, runny nose, coughing, or shortness of breath, parents are asked to keep them home until their symptoms have subsided for 120 hours without the assistance of medication. Parents are expected to answer a verbal health questionnaire daily upon drop-off and authorize the Club or its representatives to administer a daily temperature check on their child prior to admission into the program.
- Members participating in the program are expected to follow Club policies surrounding behavior, hygiene, health practices, social distancing, and any recommendations outlined by the CDC. Members must be able to participate in program at their designated workspace and follow instructions of staff to ensure their safety.
- Members, parents, guardians that show disregard for Club policies or exhibit intentional disruptive behavior may be asked to leave the program.

# MEMBER & PARENT EXPECTATIONS

## Parent/Guardian Behavior Climate Policy

The Boys and Girls Club of Milford (BGCM) is committed to creating a safe, welcoming, and respectful environment for all children, families, and staff. This Parent/Guardian Behavior Climate Policy outlines expectations for parents/guardians' behavior to ensure that it aligns with the Boys & Girls Club of Milford's mission and vision.

Club staff will use training and support to act in a manner that helps to ensure a positive experience for all Club members. This will be done in a manner that is mindful of the individual, responsive to the specific situation, and done with respect, care, and concern for the child. Staff will interact with parents/guardians in the same regard. As a parent/guardian, it is expected that conflicts/challenges/concerns are addressed with Club staff in a manner that is mutually respectful.

- Staff will not be yelled at, threatened, harassed, or demeaned by parents/guardians. Every effort to reach an agreement should be done with reasonable attempts made from both sides (staff and family).
- In the event that this does not happen, parents/guardians will be addressed via the Director of Operations and/or the CEO/Executive Director regarding resolution to the problem.
- If necessary, it will be escalated to the Board of Directors, who is the overall governing body of the organization and will make final decisions.

BGCM reserves the right to terminate any membership based on the behavior of parent/guardian. Conduct which falls below the aforementioned is a violation of organizational policies and will be addressed immediately with actions up to and including suspension or termination of membership. In an instance in which membership is terminated for violation of organizational policies by the parent or child, no refund will be administered.

# CELL PHONE, COMPUTER & TABLET ACCEPTABLE USE

If a club member, parent, or other guest is in the Simon Lake Unit, he or she may only use his or her cell phone, tablet, or other mobile device in a designated area determined by the Executive Director, Director of Operations, or their designees unless special permission is granted by the Executive Director, Director of Operations, or their designees.

If a club member, parent, or other guest is in any unit of the Boys and Girls Club of Milford, he or she may not record video or take pictures of a person or event without their consent., post recorded video or pictures of a person or event on the internet or other electronic medium without their consent or record people or events at the club and stream them live via the internet or other electronic medium without their consent.

## **An Acceptable Use Policy**

This policy defines appropriate use of computer equipment and the internet for both staff and members, as approved by the Board of Directors and signed by each staff member and placed in their membership file.

## **Responsible Computer Use Guidelines for Members**

The Boys & Girls Club of Milford's computer network and internet access are available to members to enhance their educational experience and help them become literate in an increasingly technological world.

The purpose of this Acceptable Use Policy is to foster the appropriate use of that network, email and the internet. The following guidelines apply to all users, whenever they access any of the Clubs network connections.



# CELL PHONE, COMPUTER & TABLET ACCEPTABLE USE

## **Educational Purpose**

The Boys and Girls Club of Milford's network has been established for educational purposes limited to classroom activities, school-to-career development and scholastic research on appropriate subjects. The Clubs' network has not been established as a public access service or a public forum. The Club has the right to place reasonable restrictions on the material members access or post through the system. Members are expected to follow this Acceptable Use Policy (as well as other Club rules and policies applicable to members) when in the Technology Center or accessing the network.

The Clubs' network is considered a limited forum, similar to a school and, therefore, the Club reserves the right to regulate that forum for valid educational reasons. The Club will not restrict speech on the basis of a disagreement with opinions you, the members, are expressing.

You should expect only limited privacy with the content of your personal files on the Clubs' network. This situation is similar to the rights you have in the privacy of your locker at school.

The Club reserves the right to search your files, if there is a reasonable suspicion you violated this Acceptable Use Policy, Club rules and policies, or the law.

## **Unacceptable Uses and Personal Safety**

You must not post personal contact information about yourself or other people. Personal contact information includes (but is not limited to) home, school or work addresses; telephone numbers; and email addresses.

You must never agree to meet with someone you have met online without your parent's approval. A parent or guardian should always accompany you to such meetings.

You must promptly disclose to a Club staff member any message you receive that is inappropriate or makes you feel uncomfortable.

## **Illegal Activities**

You must not attempt to gain unauthorized access to the Clubs' network, or to any other computer system through the Clubs' network. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purpose of "browsing."

You must not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

You must not use the Clubs' network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco or other drugs; engaging in criminal activity; or threatening the safety of another person.



# CELL PHONE, COMPUTER & TABLET ACCEPTABLE USE

## System Security

You are responsible for your individual user account and should take all reasonable precautions to prevent others from being able to use your account. Under no circumstances should you provide your password to another person. You must immediately notify a Club staff member if you have identified or witnessed a possible security problem. Do not look for security problems, because this may be construed as an illegal attempt to gain access.

## Inappropriate Use

Restrictions against inappropriate use apply to public message, private message and material posted on web pages. Within reason, freedom of speech and access to information will be honored.

### The following are not permitted:

- Sending or displaying unkind or offensive messages or pictures, pornography or hate literature
- Using unkind or obscene language
- Harassing, insulting or attacking others
- Intentionally damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another person's password
- Trespassing into another person's folders, work or files
- Intentionally wasting limited resources (i.e., distributing mass email messages, participating in chain letters, creating or participating in unauthorized newsgroups, and storing files on file servers without proper authorization)
- Employing the network for commercial purposes, political activities or lobbying
- Installing additional software without prior approval
- Using portal or proxy websites

Violations may result in the loss of access, as well as other disciplinary or legal action.

## Respect for Privacy

You must not re-post a message that was sent to you privately, without the permission of the person who sent the message. You must not post private information about another person.

## Plagiarism and Copyright Infringement

You must not plagiarize works you find on the internet. Plagiarism is taking ideas, writing or pictures of others and presenting them as your own. It is dishonorable, and it is a prohibited use of this facility. You must respect the rights of copyright owners. Copyright infringement occurs when you reproduce a work that is protected by a copyright without authorization. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. Copyright law can be confusing; therefore, if you have any questions, please ask a teacher or Club staff member.

## Disciplinary Actions

Members who violate the Acceptable Use Policy may be denied future internet and/or network privileges for a defined period of time, and may be subject to other disciplinary measures as set forth by Club policies.







BOYS & GIRLS CLUBS  
OF AMERICA



# CONFIDENTIAL HELP

## **National Child Abuse Hotline 800-422-4453**

Provides free 24/7 access for adults and youth to professional child abuse crisis counselors who offer crisis intervention and confidential referrals.

## **Child Safety Helpline 866-607-7233**

Praesidium provides employees, volunteers, parents, and youth with an anonymous helpline for reporting of suspicious or inappropriate behaviors regarding children.

## **Ethics Point Hotline 866-295-3701**

Provides employees, volunteers and parents anonymous reporting of any unethical or illegal workplace activities.

## **Crisis Text Line Text CLUB to 741741**

Provides free 24/7 access for adults and youth to confidential support with professional crisis counselors.

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