

**Boys & Girls Club of
USD of Southeast
Kansas/Coffeyville**



**BOYS & GIRLS CLUB
OF COFFEYVILLE**

**Employee Handbook
Teen site/
Community
Elementary School
(CES)**

Everyday Procedures

Phone Calls for Children

1. Cell phones are not allowed and staff is allowed to take them away(Cell phone Policy is optional with Teen site)
2. Phone calls not allowed for children to leave Boys & Girls Club(Parent has to send a note to allow BG to alter Phone call sign out)
3. If a child does not feel good send them to School Nurse(School Nurse hours of service is 7am to 4pm)
4. If a child throws up the child may use the phone
5. Or any other instance okayed by the Director

Sign In/Out Sheets

1. Must have date
2. Every child must be signed in first and last name
3. A total count of all that have signed the sheet circled on the top of the page and a head count to make sure they add up right
4. If there are any children that are not on the list please inform the Director so that she can check out all of the kids
5. **USE Club Data Tracking system Campus to Sign in children (First options)**

Lining Up Procedures

1. One worker where the line starts
2. One worker directing to line
3. Group Leader telling the children to line up
4. Other workers keeping children quiet
5. No one should be talking in line
6. No one should touch the person in front of them/behind them
7. If children will not be quiet split them up and have the GL take half and then a worker take the other half

Walking Down the Hall Procedures

1. One person in the front-watches the entire line
2. One person in the back- watches the entire line
3. The rest on the sides-watches the entire line
4. Children must stay in line, and no talking.
5. If someone talks or gets out of line the line stops until the group is quiet and paying attention

Bathroom Breaks

1. Only allow one person at a time to go to the restroom unless they are being watched and waited on by a staff member.
2. If a child is taking a while please check on them, we are responsible for their actions while they are in our care

Snack Procedures

1. Set up milks and snacks on table before student arrive
2. Put milk and snack back to where you found it after your group is done with snack
3. 20 minute maximum in snack

4. Children should not be running around they are to be seated and the trash cans will be passed around by two selected children
5. No bags, homework or any other sort while snack is being served

Computer Room

1. Log on to Boys & Girls Club
2. Clean room before you leave the room
3. Keep everything the way that it was left
4. Shut off the computers and leave the monitors on
5. No printing allowed on those computers unless permission is given by the teacher of that room

Radio Procedures

1. Must be on station 2 and volume must be on
2. This radio is for professional use only if it is used in other manners that person will lose responsibility of radio and possibly position
3. Use only the radios designated for your group if you have a complaint see the Director
4. Call: I need Eva Snow 3rd Grade. Response: Eva Snow from 3rd Grade is on her way.
5. Turning off the radios. Turn to station 1 and turn the volume until it clicks
6. No inappropriate language, giggles, no talking unless it is crucial
7. Radios are only to be used to relay messages to the Director, another group for status reasons, or to the sign in/out person

Accident/Incident Reports

1. For every accident/incident where someone is injured. Whether it occurs in a fight, accident, or playing incidents.
2. The person whom the child informs/the worker that sees the incident the GL should be informed of every Accident/Incident.
3. The GL or worker should inform the Director of the incident/accident ASAP the GL is ultimately held responsible

Discipline Form

1. Must be filled out for certain events:
 - Leaving the group without permission
 - Fighting
 - Bringing a weapon
 - Defacing school property
 - Excessive disrespect/disruptions/profanity/and violent behaviors
2. Must be filled out by the worker enforcing discipline/GL again must be informed of all disciplinary actions.
3. The GL or worker should inform the Director of the discipline form ASAP the GL is ultimately held responsible

Three Strikes for the Children

1. Strike one is a write up and parents are informed of the 3 Strike Rule
2. Strike two is a write up and parents are informed that if their child acts in these manners again they will be kicked out of Club
3. Strike three is a Suspension for the duration of time which is suitable as decided by the Director

Employee Responsibilities

Proxy Card

1. Are available to those who ask for them. It doesn't matter who's name is on the card this is not for us it is for the security system
2. If the cards are not put back at the end of the night by the persons allowed to use then that age group will lose privileges of going outside.
3. Your group cannot go outside if you don't have a proxy card or the group with you doesn't have a proxy card.
4. Do not prop open doors.

Schedule

1. Follow complete and exact, if you are running late the Group Leader must inform the Director.
2. All groups must do what it says on the schedule, to make sure that all guidelines are met.

Work Schedule

1. Time off must be in the folder by the previous Friday
2. If you are going to be late call 620-252-1795 and Leave a Message!
3. If you are sick call 620-252-1795 1795 and Leave a Message!
4. Work Schedule is posted on the wall with a list of job duties for the week.

Phone Policies

1. Cell phones should not be seen in front of children and can only be made and received for emergencies only
2. Phone calls will not be allowed if there is a problem
3. Texting is not allowed

Three Strike Rule for Workers

1. You are late, don't call, don't show
2. Not enough time for time off
3. Disrespectful attitude
4. Not working well with the other workers
5. Not informing GL/Director/Parents of accidents/behaviors
6. Reactions to strikes will be considered
7. Using your phone in front of a child
8. This is up to the Director and Admin. Staff of what is considered a strike