

**Davenport Club**  
1702 Main Street  
JB Young Opportunity Center  
Davenport, IA 52803  
(563) 324-5673  
**Hours:** 3-6pm

**Club Director:** Hannah Ritter  
hritter@bgcmv.org

**Administrative Office**  
338 6<sup>th</sup> Street  
Moline, IL 61265  
**Hours:** 8:30 AM - 5:00 PM  
**Phone:** 309-757-9155  
**Fax:** 309-797-5129  
**Director of Clubs and Programming:**  
Rachel Price  
rprice@bgcmv.org

Visit our Website! [www.bgcmv.org](http://www.bgcmv.org)

## **School Year 2020-2021**

### **Calendar subject to updates based upon COVID-19**

- Tuesday, September 8- First Day of School-Year Club for Group B
- Thursday, September 10- First Day of School-Year Club for Group A
- Friday, October 16- Club Closed for In-service Day
- **Tuesday, November 3- Election Day No School; Club Closed (JB is a polling station)**
- **Thursday, November 5 AND Friday, November 6- Parent/Teacher Conferences No School; Club Closed**
- Wednesday, November 11- Veterans Day; No School/Club Closed
- Wednesday, November 25-Friday, November 27- No School/Club Closed for Thanksgiving Break
- Monday, December 21-Friday, January 1- No School/Club Closed for Winter Break

**Stay tuned for the 2021 schedule!**

## Special Addendum during COVID-19 Pandemic

**COVID-19 is fluid and we reserve the right to adjust policies and procedures as needed to maintain the health, safety and well-being of our staff and members. We will communicate any changes to staff and families.**

These rules are set in place for the safety and well-being of our club members and staff. We have put in place these preventive measures in order to best serve our community and reduce the spread of COVID-19, however, the club cannot guarantee that you or your children may/may not become infected with COVID-19. Our Club will continue to follow the current guidelines set in place by the CDC, our federal, state and local governments, and will make adjustments if necessary in order to continue to provide the safest environment possible. If you have questions or concerns contact the Executive Director, Torri Smith, at (309) 757-5777 Ext. 201 or [tsmith@bgcmv.org](mailto:tsmith@bgcmv.org).

### Safety Measures:

1. Members will have their temperature taken and handwashing upon arrival. The person taking temperature will wear a mask/face covering and gloves. A temperature tracker will be utilized to document temperatures for staff and members.
2. Any member that has a temperature of 100.4 or above or show other signs of illness will be sent home immediately. Club members will not be allowed to come back to the club without a doctor's note, or have been symptom free and fever free for 24 hours without fever reducing medication. Parents unable to provide a doctor's note will be required to provide a written statement that their child is symptom free.
3. If a member becomes ill during Club, they will be isolated in a designated area until a parent/guardian can pick them up. There will be one staff for every member that is isolated and everyone will be required to practice social distancing. During isolation the member will wear a mask/face covering, if possible. If the member cannot wear a mask/face covering, then the staff assigned to that member must wear a face mask/covering. The staff assigned to member(s) in isolation are required to wear a face mask/covering. A questionnaire regarding symptoms/possible exposure to an infectious disease will be developed and completed by each staff member and parents.

## Remind App

All parents/guardians are strongly encouraged to sign-up for text messaging updates through the Remind App. This process will be shared during the Davenport Club orientation. We will only send texts regarding COVID-19, weather updates, or emergencies.



## Sign up for important updates from H. Ritter.

Get information for Davenport Boys & Girls Club 20/21 School Year right on your phone—not on handouts.

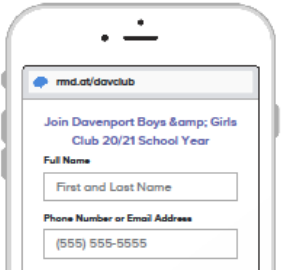
Pick a way to receive messages for Davenport Boys & Girls Club 20/21 School Year:

**A** If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

[rmd.at/davclub](https://rmd.at/davclub)

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.


A smartphone screen displaying a web browser with the URL "rmd.at/davclub". The page content includes the heading "Join Davenport Boys & Girls Club 20/21 School Year", a "Full Name" label, a text input field for "First and Last Name", a "Phone Number or Email Address" label, and a text input field containing "(555) 555-5555".

**B** If you don't have a smartphone, get text notifications.

Text the message @davclub to the number 81010.

If you're having trouble with 81010, try texting @davclub to (469) 518-7415.

\* Standard text message rates apply.

A smartphone screen showing a text message interface. The "To" field contains the number "81010". The "Message" field contains the text "@davclub".

Don't have a mobile phone? Go to [rmd.at/davclub](https://rmd.at/davclub) on a desktop computer to sign up for email notifications.

## Special Addendum during COVID-19 Pandemic, continued

9. Staff will wear mask/face covering and gloves to administer snack and meals to members. Meals will be plated and served to members in their program areas; members will not congregate around or near the food. Snack, lunch and dinner will be eaten in the classrooms and no family style eating will be allowed. Club members bringing their own lunch for the day must bring their lunch in a disposable brown paper bag.
10. Moline/Davenport Classrooms, program areas and recreation areas will be cleaned/sanitized between sessions. Club sites will be cleaned/sanitized at the end of each day. BGCMV will follow the guidelines recommended by the CDC for intensified cleaning, disinfection, and ventilation. Club members must follow flow chart lines in order to avoid crossing paths and to ensure equal distancing.
11. Each member will have their own set of supplies so they are not sharing. Any shared supplies will be sanitized immediately after use.
12. All items that are frequently shared and hard to clean will be stored away such as Legos, playdough, cloth furniture, etc.
13. Playground times or gym time will be staggered and no playground equipment will be used. The gym will be divided into two sections when there are more than 6 members. The dividers can be chairs, tables, etc.
14. No field trips will occur during summer programming.
15. Water fountains will not be used. Members will be allowed to bring their own water bottle daily.
16. No visitors, volunteers, parents/guardians are allowed at this time without prior approval from the Executive Director and they must comply with the policies and procedures.
17. Families will be required to sign a liability waiver indicating understanding of COVID-19 its symptoms and possible complications and release of liability if allowing to child to attend and if their child is infected.
18. BGCMV will require sick Club members and staff members who have sick children to stay home.

## **Medications**

Club staff are not allowed to administer any medications, either over the counter or prescription. If your child needs medication, you will need to come to administer it. If your child needs an inhaler or EpiPen, please see your Club Director.

## **Membership and Fees**

Due to limited capacity, we are only accepting members who are enrolled in the blended/in-person learning option. We will be verifying enrollment status with the school district.

School Year Membership Fee - \$30

Membership is valid for one school year, regardless of when you sign-up during the school year. Summer membership must be paid separately. All membership fees are nonrefundable.

## **Open Door Policy**

The Boys & Girls Clubs of the Mississippi Valley has an “open door policy,” which means that all Club members are free to come and go from the Club as they choose during the hours that we are open to our members. This means:

- We cannot force a member to come to club directly afterschool.
- Staff will not force a member to stay at the Club against the wishes of that member.
- Once a member has left the building he/she will not be allowed to return on that day unless they are leaving with a parent or guardian for an appointment.

Please talk to your child about how important it is to stay at club until walkers leave/ you pick up your child.

Your child will only be able to sign themselves out and walk home if you have indicated that on their application.

## **Orientation**

\*New to Fall 2020\* Due to our strict COVID-19 policies, orientation is required for parents and members before attending Club. We are unable to make any exceptions during this time.

Welcome to the Boys & Girls Clubs of the Mississippi Valley (BGC MV)! Your child has just become a member of the Boys and Girls Club where GREAT FUTURES START HERE!

Our Mission is

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

BGC MV is a chartered member of a national after school program, Boys & Girls Clubs of American. Boys and Girls Clubs are building centered, where members to receive help with homework, participate in fun programs, learn new skills, make friends, and most of all, have FUN!

Please keep this handbook in a safe place and refer to it if you have any concerns. If you have any questions regarding this handbook, please contact your Club Director or Administrative Center (see back page for contact information).

We would like all Club parents to be aware of the following Quick Tips to help us better serve your children.

- 1. Know the Club hours.** Davenport Club follows the Davenport School District Calendar for days off and early out Clubs. We try to be consistent, but we may make changes to serve the needs of our members and staff.
- 2. Know Club activities.** While there are routine days (Snack Shack, Fun Fridays), we do have special events. Your club director will share a calendar at the beginning of every quarter; also check the bulletin board at the bottom of the steps for flyers.
- 3. While this doesn't apply to our current schedule, it is important to note for the future.** Our administration staff works very hard to provide funding for our transportation costs. If your child is picked up by our staff, **they must stay club until at least 4:30pm. Staff have the right to refuse van access to members who do not stay.**

## Discipline and Guidance

**1st Warning-** Write up: staff or director will talk to member; parent will be notified.

**2nd Warning-** Parent Meeting to discuss and sign Behavior Contract.

**3rd Warning:** Suspension for at least 1 day, depending on the behavior.

If the behavior continues after the suspension, the member will be put on a 14 day contract (they can remain at club for the full length of time). If members receive a write up during the contract period, they will either be suspended from club for at least a week or removed from club and put on the waiting list (members will need to repay the membership fee).

If an issue breaks our zero tolerance policy, the member will be sent home and a parent meeting will be needed in order for the member to return to club. No warnings will be given. In extreme cases, your child can be immediately suspended and/or the police will be called.

## Dress Code

- Flip flops should not be worn at club. Your child should bring gym shoes in order to participate in Triple Play or play on the playground.
- Clothing should not contain profanity, violence, inappropriate images or language, or tobacco, alcohol, or beer logos.
- Visible undergarments, extremely short skirts or shorts, low-cut tops, bare midriffs, or excessively baggy pants are not allowed.
- Members are expected to be dressed for the weather.

This expectation also applies to parents/guardians or guests who attend BGCMV functions.

## Electronics

BGCMV understands that we are living in a technology world. We ask that parents use caution when sending electronics with their children - BGCMV is not responsible if they break, or get lost or stolen. We recommend contacting your child through the Club phone, listed on the back of this handbook.

For other members' safety, personal videos and photos cannot be taken with a member's own device. If taken, the member may be asked to delete the media and may be sent home early.

Members may be allowed to use electronics during social rec time but only when staff has given permission. Members are not allowed to bring their own video games to club.

Electronics are a privilege at Club, not a right. If electronics are misused, a member will not be able to bring it to club. Misuse can include taking video or photos, using during program time, and inappropriate content and language.

### **Ages of Membership**

**Members must be at least 6 years old** because we are not a licensed daycare facility. The Davenport Club serves youth in grades 1st-6th; members going into the 7th grade will attend the Davenport Teen Center. This is aligned with the Davenport School District.

### **Attendance Policy**

We do not require members to attend Club everyday. However, please keep in mind that members who attend daily will be eligible for more field trips and other special activities. **Due to limited capacity during the COVID-19 pandemic, we will call parents/guardians after a member misses two consecutive Club days.**

When school is in session, a member cannot come to club if he/she missed school that day due to illness, suspension, etc. If members missed part of the day due to an appointment they are able to come to club.

If your child is sick at club or a staff member finds evidence of lice, we will immediately call a parent or emergency contact and they will need to be picked up as soon as possible. If your child has something needing antibiotics (pink eye, strep throat) or another form of treatment, your child cannot attend club until they have been treated for over 24 hours. Our illness policy may not be in line with the school districts'.

### **Behavioral Expectations**

Members are expected to follow the Club behavior guidelines at all times when they are in the Club or participating in a Club activity away from the Club. We are a program based Club, meaning all members must participate in programs or they will not be able to come to Club.

Our staff to member ratio is 1:15. If your child requires one on one care, we can refer you to other services.