

# Boys & Girls Clubs of Portland Metro (“BGCP”) Member Safe Passage Policy

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Effective date: 5/17/19

BGCP has instituted a Safe Passage Policy in order to keep Members safe during arrival and departure times. As part of this policy, the following is hereby implemented for all Club/School sites:

1. All Members must check-in and check-out each day with the front desk staff.
2. Staff will ensure that Members under the Safe Passage Policy are following such.
3. Agreements between members and their parent/guardian regarding how they leave the Club/School site must be followed (picked up by parent/guardian or authorized person, or parent/guardian and Member agreement for the Member to check out of the Club/School site on their own reflected on their membership form).
4. It is the responsibility of the parent/guardian to:
  - a. Discuss the pick-up arrangement with their child on who may, or may not, pick them up, or if they have permission to leave on their own and when; and
  - b. Keep their child’s authorized pick-up list up to date with current contact information.
5. If a Member leaves the Club/School site on their own and does not have parent/guardian permission to do so, Staff will make their best attempts to contact the parent/guardian immediately to inform them of the situation.
6. Each Club/School site will keep track of all Members who are on the BGCP Safe Passage and ensure this policy is enforced with Staff.