

**BLACKSTONE VALLEY
BOYS & GIRLS CLUB**



“The Positive Place for Kids”

Blackstone Valley
Boys and Girls Club
Parent Handbook

School Age Program

Business Hours

Monday 12:00-6:00

Tuesday 12:00-6:00

Wednesday 12:00-6:00

Thursday 12:00-6:00

Friday 12:00-6:00

Saturday 10:00-2:00

P.O. Box 283, 115 Canal Street, Blackstone MA 01504
508-883-6363, www.bvbgc.com

MISSION STATEMENT

As a community based, non-profit chartered member of the Boys & Girls Clubs of America our mission is very specific: create “The Positive Place for Kids” in the Central Blackstone Valley. Our purpose: help develop positive esteem in our young people in order that they maximize their fullest potential as individuals. To this mission and our purpose we have dedicated our existence.

This establishment is licensed under the authority of the Office of Child Care Services.

PLEASE NOTE:

EQUAL OPPORTUNITY EMPLOYER: Qualified applicants receive consideration for employment without discrimination because of age, sex, religion, marital status, race, color, creed, national origin or disability

ADMISSION/HOURS:

The school age program at the Blackstone Valley Boys and Girls Club is open to children in grades K-5, who live in the Blackstone Valley area. Please be advised that we only provide bussing to the Club for children only in Blackstone and Millville.

For the before school program, the drop off time will begin at 6:45am and the children will be provided with breakfast and walked to the bus stop at the corner of Old Mendon and Main Street by the staff.

For the after school program, a bus from Millville and a bus from Blackstone will drop the children off at the Club around 3:30. We provide snacks, homework help, games, activities, computer time and more. We are open until 6:00pm.

TRANSPORTATION

Permission slips provided by the Club must be completed and given to the BVBGC office before the start of the program.

- The parent/guardian must write a note to the school office stating that the child will be taking the Boys and Girls Club bus to the Club after school.
- If this note is not brought to the office on the first day your child is expected to come to the Club, the school will not allow your child to take the bus to the Club.

The children will be met by staff when they arrive in the Club from school.

Children riding the bus must obey all bus rules and conduct themselves accordingly at all times. Any misbehavior can result in suspension from further transportation by the Tellstone Bus Company and certain Club activities. In the case that this occurs, the BVBGC will not be held responsible for a child suspended from the transportation provided by the Tellstone Bus Company and the BVBGC is not responsible for a child's transportation to the Club if bus transportation is lost due to misbehavior. The matter is between the family and the bus company, not the Club.

PICK-UP PROCEDURES:

Parents sign their children out of the Club at the office. A release form is kept on file so that each staff member knows who is designated by the parents to pick up their child. The designated individual is required to sign for the child and present identification. If someone comes to pick up a child and they are not on the release list, they will not be allowed to leave with that person. The office will call the child's name over the radio and the parents should wait in the office hallway. No parent should wander over to the staff and the children. The child must be signed out with an authorized person who was given permission by the parents. All authorized contacts must show an ID stating who they are. THIS IS MANDATORY!

Parents are to park in the lower parking lot, turn off their engine, and walk to the building to pick up their child. NOTICE: It is against Massachusetts state law to leave children and/or pets unattended in your vehicle. In case of an emergency and a parent can not pick up their child, they must call the office and notify the staff and fax a letter to the Club stating who is to pick up the child and the parent must include their signature on the fax.

LATE PICK-UPS:

The Club closes promptly at 6:00 p.m. Please be sure to pick your child up by this time or you will be charged a late fee of \$20.00. (6:05 constitutes a late pick-up). If you know that you are going to be late due to an emergency situation, please call the Club at 508-883-6363 to inform the staff or leave a message.

If the child is not picked up by the closing time of 6:00pm and no phone call was made to the Club by the parent to inform of the lateness, the Club will then call the contacts on the child's emergency contact list that were authorized by the parent to pick-up the child. If in the case the Club is unable to reach the child's contacts and no phone calls from the parent has been made to the Club, the Club will then call on the local police to take custody of the child.

PAYMENTS:

Payments are due as follows: After School Program is a flat monthly fee of \$220.00 for one child, Before School Program is a flat monthly fee of \$130.00 for one child and for both the Before and After School Program is a flat monthly fee of \$285.00 for one child. Please note that the monthly fee is based on the school year and some months contain 3, 4, or 5 weeks.

This payment is due on the first of every month. Please give your payment, in an envelope directly to a staff member. A bounced check results in a \$20 fee. A grace period of 5 days is allowed. All late payments (received after the 5th of the month) are subject to a \$20.00 late fee. Accounts not paid by the sixth of the month will be considered delinquent and are subject to removal from the program.

If not already a member or if membership has expired, a \$20.00 membership fee is required.

A two week drop-out notice is required when leaving the program.

FIELD TRIPS:

In the case of a field trip, parents will be required to sign the proper permission slip allowing their child to leave the Club's property to attend the specified field trip. No child may participate in the scheduled field trip without a parent's written consent.

Field Trip Procedures

- Parents must give their consent.
- Children's ID's are made using our member tracking system. ID's contain child's name, age and Club they belong to. Chaperones will keep these cards all day while on the field trip. Each staff/chaperone will write a description of what their group's children are wearing on each child's ID card.
- Children participating in the field trip will be divided into groups with a Child:Staff ratio of 1 to 5.
- Children go on the bus by their group. The chaperone of each group will stand at the bus doorway and go on the bus with their group. The supervisor will check off each child's name, who has permission to attend the field trip, as they enter the bus.
- Once all children are on the bus, a count will be made of children. This count must match up to the number of children signed up on the sign-up sheet.

SNOW DAYS (CLOSINGS, EARLY DISMISSALS & DELAYS):

The Club is closed on those school days that the Blackstone-Millville School District is closed. We are closed on **snow days**, however for **school delays**, we are open at 6:45am to the time the busses will pick up the members; for **early dismissals**, we are open when the busses drop off the members until 6:00pm.

PROFESSIONAL DEVELOPMENT DAYS:

Periodically the Blackstone-Millville Regional School District closes the schools for children due to teacher professional development days. There is no extra charge for these days. On these days, the Club is open from 6:45am-6pm to only those who are signed up for our before and after school program. The Club will provide breakfast, lunch and a snack, however members may bring their own snacks and lunch on this day if they prefer to.

VACATION PROGRAM:

The Before and After School Program is closed during school vacations. However, our Vacation Programs are open 6:45am to 6:00pm during the December, February and April vacations. The vacation days are \$20 a day per child for those already signed up in our school age program. For all others, the fee is \$25 per day per child.

TELEPHONE USE:

The Club telephone is not available for member's use except during an emergency situation.

PARENTAL INPUT & PARENT VISITS:

Parents are allowed to give their input and make suggestions in the development of the program and staff but it is up to the program to decide whether or not they will be implemented. The Club also ensures that all parents have the right to visit the program at any time while your child is present. Please request the day and time with the program director.

PARENT CONFERENCES:

The Blackstone Valley Boys and Girls Club allow parents to meet with staff and receive reports of their child's progress. Before a child is admitted into the program, the Program Director or After School Director must meet with the parent(s). The parents and child will have the opportunity to visit the program's rooms at the time of the meeting or prior to the enrollment of the child and will have the opportunity to meet with the staff. Parents/Guardians may also request parent/staff conferences to discuss any matters that concern their child. Please give a three day notice to the Program Director for any such requested conferences.

CHILDREN'S RECORDS:

Information contained in a child's record is privileged and confidential. Program staff may not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without your written consent. You must be notified if your child's record is subpoenaed. You are entitled to have access to your child's record at reasonable times on request. You must have access to the record within two business days of your request unless you consent to a longer time period. A written log is included in each child's record which identifies anyone who has had access to the record or who has received any information from the record. This log is available only to you and the people responsible for maintaining the Club's records.

You have the right to add information, comments, data or any other relevant materials to your child's record. You also have the right to request deletion or amendment of any information contained in your child's record. If you believe that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to a conference with the Club to make your objections known. If you have a conference with the Club, the Club must inform you in writing within one week of the decision regarding your objections. If the Club decides in your favor and must immediately take the steps necessary to put the decision into effect.

TRANSFER OF RECORDS:

When your child is no longer in our care, we will give your child's record to you or any other person you identify, upon your written request.

MEMBER DISCIPLINE:

The Blackstone Valley Boys and Girls Club and EEC licensing standards prohibits:

- Spanking or other corporal punishment of children;
- Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment;
- Depriving children of meals or snacks;
- Force feeding children; and,
- Disciplining a child for soiling, wetting, or not using the toilet; or forcing a child to remain in soiled clothing or forcing a child to remain on the toilet, or using any other unusual or excessive practices for toileting.
- *Please also note that EEC does not allow licensed child care programs to use discipline techniques that require the use of any physical restraint.*

The Blackstone Valley Boys and Girls Club and EEC have established guidance goals that help children to:

- Be safe with themselves and with others;
- Feel good about themselves;
- Develop self-control and good coping skills;
- Appropriately express their feelings;
- Become more independent;
- Balance their needs and wants with those of others;
- Learn new problem-solving skills, including non-violent conflict resolution; and,
- Learn about conservation – to use equipment, materials, and other resources in caring, appropriate ways.

The Blackstone Valley Boys and Girls Club and EEC have listed positive methods of child guidance that include

- Appropriate behavior through the environment by arranging furniture and other materials to encourage active learning and independence;
- A plan for daily scheduling that prevents boredom, waiting, hurriedness, with time to relax and enjoy activities, as well as a daily routine with ample opportunity for children to select activities and move between them at their own pace, and that gives children ample notice of transitions ahead of time;
- Providing children with expectations that are clear, age-appropriate and applied in a consistent manner.

CHILD GUIDANCE POLICY FOR BEHAVIOR

- Allowing children to participate in the establishment of rules, policies and procedures where appropriate and feasible;
- Reinforcing positive behavior by recognizing children's positive actions;
- Modeling appropriate behavior by what the adults say, expect, and do;
- Redirecting children away from negative actions and toward positive activities by interrupting a child's negative behavior and steering the child toward an acceptable substitute activity;
- Teaching children new skills and encouraging them to discuss and resolve their conflicts on their own or with the adult's assistance, when necessary, rather than imposing an adult's solution on them. Encouraging children to express their feelings in words and to resolve problems peacefully;
- Ignoring simple, inappropriate, negative behavior that is unpleasant;
- Working in close partnership with parents to address children's difficulties at home and at the program. Developing shared understanding to foster consistency between home and child care;
- Observing and recording children's behaviors; and,
- Accessing specialized support services if a child's behavior continues to be harmful to himself or others. Referring the family, with written parental permission, for mental health counseling or other specialized services that can help address the child's behavior problems.
- Developing behavioral and safety plans for children that require them. Ensuring that program staff is aware of all safety plans.
- Training staff on what methods of appropriate interventions are allowed in the program. Policies and procedures should be developed to support program staff in the use of any approved interventions

INCIDENT REPORTS & BEHAVIOR MANAGEMENT

A child will be given a time out for disruptive behavior with the intention for him/her to cool off and think about their actions. The minutes of the time out will be equal to the child's age. If the behavior continues, the child will then lose their free time for that day and an incident report will be written up.

Parents will be notified at pick-up about any incident that may have occurred, the parent is expected to sign the incident report and it will be kept on file. Incident reports are dealt with in the following manner and any appeals may be made with the program director.

- 1st offense: written warning
- 2nd offense: corrective action decided upon by School Age Director
- 3rd offense: corrective action decided upon by School Age Director
- 4th offense: corrective action decided upon by the Program Director and School Age Director;
possible expulsion from program

In the case of physical contact being the 1st offense, this results in immediate suspension. The after school director decides on the amount of days the suspension will exist. There are no reimbursements for days missed when a child gets suspended.

(There will be no refunds for the month if expulsion occurs. The Board of Directors of the Blackstone Valley Boys and Girls Club have the final say if a refund will be given.)

Code of Behavior:

1. At all times exercise care of Club property.
2. No swearing will be tolerated.
3. Do not litter.
4. No drugs, alcohol, tobacco, or weapons will be tolerated.
5. Members are not allowed to leave the Club without following the proper checkout procedures. This includes parents not signing out when picking up their child. Improper sign-out could result in expulsion from the program.
6. Members are expected to respect the rights, safety, and welfare of other members and staff
7. Good behavior and fair play are always expected from members. Remember to treat others as you would like to be treated.
8. Members are under the supervision of the staff and are expected to listen and follow the directions given to them by the staff. Disrespecting the staff will not be tolerated and repeated incidents where the staff is not obeyed, the child may face a day suspension.

REFERRALS:

The Club will refer parents to appropriate social, mental health, educational and medical services, including but not limited to dental check-up, vision or hearing screening, for their child should the program staff feel that an assessment for such additional services would benefit the child. **See Health Care Policy.**

IDENTIFYING & REPORTING CHILD ABUSE:

Any suspected abuse or neglect of a member while in the program's care and custody will be reported to the Department of Social Services by the program administrator. All staff members are mandated reporters according to Massachusetts General Law C119, Section 51A. Program personnel are required by the state of Massachusetts to report any suspected child abuse or child neglect. This means that if a staff member has a reasonable suspicion of abuse or neglect of a child, he/she must inform their concerns to the Administration and it is the Administration's responsibility to report to the local Massachusetts Department of Social Services. **See Health Care Policy.**

DISPENSING MEDICATION:

Members who are required to take medications/prescriptions must present the Club with a Medication Form completely filled out and signed by the member's physician. The Club will not administer medication to any member without a written parental authorization which indicates that the medication is for the specified child. The Club will not administer medication to any member without a written order from a physician, which may include the label on the medication, which must indicate that the medicine is for the specific child and specify the dosage, number of times per day and number of days the medication is to be administered. The Club will administer medication according to the directions on the original container unless authorized by a written order of the member's physician to do otherwise. All medication is to be out of reach of children and under proper conditions for sanitation, preservation, security and safety. Medication shall be kept in a locked box in the First Aid room labeled in its original container with the member's name, name of the drug and the

directions for its administration and storage. This does not apply to topical non-prescription medications which are not applied to open wounds, rashes, or broken skin. All unused medication shall be disposed of, or returned to the parent when no longer needed.

Any member who requires medication will have their own Medication Administration Record form where staff will maintain a written record of the administration of any medication, prescription or non-prescription, to each member which includes the time and date of each administration, the dosage, the name of the staff member administering the medication and the name of the child. Each time a staff dispenses medication to that member, the Medication Administration Record form needs to be filled out. When this Medication Administration form is completed, it must be filed in the member's file and if necessary, a new form started. This does not apply to topical non-prescription medications which are not applied to open wounds, rashes, or broken skin.

All medication, except inhalers, shall be administered by a staff member, or upon written authorization of a parent, the child may be permitted to administer his/her own medication under the supervision of a staff member. The Club may, with written parental consent and authorization of the physician, permit members who have asthma to carry their own inhalers and use them as needed without the direct supervision of a staff member. The Club shall ensure that all staff are aware of individual children who have asthma and use their own inhalers. Proper storage of medication is kept in a locked box and any leftover medication is returned to the member or disposed of.

When a member attends a field trip and requires medication, the member's medication shall be kept in the first aid kit and dispensed at normal time.

PROGRAM LAYOUT:

BEFORE SCHOOL

The program begins at 6:45pm and will end when the busses pick up at the bus stop.

The fee for one child is \$130 per month. The fee for two children are \$120 each per month.

6:45 – 7:30	Breakfast Provided
7:30 – 8:15	Games, Extra Homework Help
8:15 – 8:30	Get Ready for the Bus and Start Walking to Bus Stop

Please dress your child accordingly to the weather. If it rains, your child will need an umbrella and raincoat. If it snows, your child will need gloves, a hat, a scarf and a warm jacket. In the winter months, your child will need to dress appropriately as the wait for the bus can be quite cold.

AFTER SCHOOL

The program begins at 3:30pm and will end at 6:00pm.

The fee for one child is \$220 per month. The fee for two children are \$205 each per month.

3:30 MEET THE BUS

Millville 3:20ish

Blackstone 3:30ish (times may change due to school schedule)

Children are scanned into the computer to show their attendance, then they are to go to the playground. Backpacks are left inside the Power Hour Room or outside the community Center

3:30-4:00 OUTSIDE TIME - When children arrive they are allowed free time

4:00-4:30 COMMUNITY CENTER SNACK TIME/MEET & GREET

Children will be brought into the community center and provided with a snack and drink.

NO PEANUT BUTTER

Snack schedules will be posted so if children do not like a snack they can bring in their own.

4:30-5:15 POWER HOUR (HOMEWORK TIME)

Children are broken into two different age groups, younger children will do their homework in the Power Hour room and older children will do their homework in the Community Center. Children must be quiet and do their homework. It is the parent's choice to decide if their child will participate in our Power Hour. Parent's who chose not to have their child participate in Power Hour should understand that their child will be expected to take part in a constructive activity during this time.

5:15-6:00 COMPUTERS, ARTS & CRAFTS, GAMES, STORY HOUR, ETC

Children will have several activities such as arts & crafts, sports, and computers to choose from and from 5:30 to 6:00 is free time. Outdoor play will be available everyday (weather permitting). Please dress your child accordingly, if the staff feels a child is not adequately dressed, he/she will not be allowed outside.

**To prevent the gym floor from ruining, your child will be told to take off their wet sneakers or shoes during the winter season or on a rainy day. Your child may keep a pair of socks or slippers at the Club in case this happens.

July 31, 2008

SANDALS/FLIP FLOPS ARE NOT ALLOWED AT THE CLUB:

If your child is wearing sandals to school, please send them with sneakers to change into while at the Club. Sneakers can be kept at the Club. If your child does not have the proper shoes, they will not be allowed to go outside or participate in any of the games/activities.

SNACK:

Snack schedules will be posted at the beginning of each month. If your child does not like the snack that is being offered please pack them something from home. Drinks will also be supplied during snack time. During snack time, children are not allowed to have anything at the table except their snack and drink. **Please be sure to list any allergies that your child may have on the registration form.** The Club has the right to make any changes on the snack schedule without notice.

CONCESSION:

The Club has a small concession stand that opens in the winter once a day depending on the children's behavior. It includes all different candies, soda, Gatorade, hot dogs and nachos.

POWER HOUR

Power Hour is a program where children go to do homework. Parents sign their children up to go everyday. A staff member and volunteers will be present to help the children with their homework. Each homework assignment must be checked by a staff member for correct answers. If a child does not have homework, he/she is required to stay busy and quiet whether it is reading a book or coloring.

ARTS AND CRAFTS

Arts and Crafts is also offered and will take place once or twice a week. The Club supplies the craft and materials. This takes place after homework time. Children must help in the clean-up of the craft.

EQUIPMENT ROOM

The equipment room is not meant for the children. Only the staff can retrieve items in the equipment room and hand these items to the children. This is to keep the equipment room somewhat orderly.

LIBRARY

The Club will take weekly field trips to the Blackstone Public Library. The tentative date is Thursdays but may change if needed. Every Tuesday, one staff member will walk to the library with 5 to 6 children. They may sit and read, check out books and have a chance to explore the library. Each week there will be a new set of children so everyone gets a chance to go. All children who go to the library have been signed up by their parents and have filled out permission slips. The library requires that those who attend these weekly field trips have their library card in possession at that time. If a child does not have a library card, they can ask someone in the office for the necessary papers.

COMPUTER ROOM

Computers will be used when there the staff deem it necessary. Children must be seated at a computer in order to be in the computer room. No children can hang-out in the computer room.

Computer Rules

- 1.) All Users Need to Sign In/Out with a Staff
- 2.) No Food, Drinks or Gum allowed
- 3.) Stay Out of the Control Panel
- 4.) Do Not Change the Desktop
(Size, Colors, Backgrounds, Icons)
- 5.) Do Not Save or Download
- 6.) Only Go on the Websites Allowed
- 7.) When Finished log Off All Computers

WEEKLY SCHEDULE

Mondays	3:30-4:00	Check-In/Free Time
	4:00-4:30	Meet and Greet/Snack
	4:30-5:15	Power Hour (homework time), Story Hour
	5:15-6:00	Game, Computers, Free Time
Tuesdays	3:30-4:00	Check-In/Free Time
	4:00-4:30	Meet and Greet/Snack
	4:30-5:15	Power Hour (homework time)
	5:15-6:00	Game, Arts & Crafts, Free Time
Wednesdays	3:30-4:00	Check-In/Free Time
	4:00-4:30	Meet and Greet/Snack
	4:30-5:15	Power Hour (homework time), Story Hour
	5:15-6:00	Game, Computers, Free Time
Thursdays	3:30-4:00	Check-In/Free Time
	3:30-4:15	Library (weather permitting)
	4:00-4:30	Meet and Greet/Snack
	4:30-5:15	Power Hour (homework time)
	5:15-6:00	Game, Arts & Crafts, Free Time
Fridays	3:30-4:00	Check-In/Free Time
	4:00-4:30	Meet and Greet/Snack
	4:30-6:00	Movie
	4:30-5:30	Music and Dance
	4:30-5:00	Game
	5:00-6:00	Computers, Free Time

Weekly schedule subject to change due to seasonal and weather changes.

CAVITY FREE ZONE

This program is designed to keep track of kids who loose teeth. Staff show recognition of this accomplishment by printing the child's name and date on a small tooth and hanging this tooth on the Giant Tooth Poster for each tooth they loose. When they loose a tooth, they receive a reward certificate.

MEET AND GREET

Takes place during snack time and designed to meet and greet before snack. Children come into snack room and sit at the tables. Staff will inform children of snack, daily activities and choose a few children to share how their day was.

GAMES

There will be games played on a daily basis either indoors or outdoors depending on the weather.

STORY TIME

During story time, a staff reads a book to the children and then conducts a question and answer time.

MOVIES

Movies are usually played on Fridays or on rainy days. Children are allowed to bring in movies from home to watch as long as they are G or PG rating.