



**BOYS & GIRLS CLUB  
OF BURLINGTON**

**Oak Street Site  
&  
IAA Site  
After School Programs**

**Family & Member  
Handbook**

**THE BOYS AND GIRLS CLUB OF BURLINGTON  
62 OAK STREET (4<sup>TH</sup>-8<sup>TH</sup>)  
6 ARCHIBALD STREET (K-3<sup>RD</sup>)  
BURLINGTON, VT 05401  
802-864-5263 (Oak Street)  
802-355-9294 (IAA)**

**CLUB'S MISSION:** To inspire and enable youth in our community, especially those who need us most, to realize their full potential as productive, healthy, caring and responsible citizens.

**CLUB'S VALUES:** The Club has adopted 5 values that are incorporated into our daily actions and programs: *Respect; Responsibility; Caring; Happiness and Celebrating Differences.*

**CLUB'S PHILOSOPHY:** The Boys & Girls Club of Burlington strives to meet the many needs of the youth in our community by incorporating four basic "senses" which, when possessed by young people, help them build self-esteem and develop into responsible citizens and leaders. These senses are: **a sense of belonging** - an environment where young people know they are welcome, where they fit in and are accepted; **a sense of usefulness** - the opportunity to do something of value; **a sense of competence** - feeling of pride when young people know they can do something and do it well; **a sense of power and influence** - a chance to be heard and influence decisions.

The Boys & Girls Club addresses all these elements in five core program areas: Character & Leadership Development, Education & Career Development, Health & Life Skills, The Arts, and Sports, Fitness & Recreation.

**CLUB'S PROGRAM GOALS ARE:**

- To be the best youth program that we can be.
- To help children develop to their fullest potential physically, intellectually, emotionally, and socially.
- To deliver our program in a safe, fun, supportive, caring and positive environment.

**CALENDAR:** The optimal After School program is one that offers after school care as well as half-day and vacation programs. The After School program will run on most full day and ½ school day closings. An academic calendar of open and close dates is available on your school's website. The Club's dates for openings, closing and vacation camps is on the Club website – [www.bandgclub.org](http://www.bandgclub.org). Our ½ day vacation program is open from 11:30pm to 6:00pm (5:30 for K-3 at IAA). Our full day vacation program is open from 9:00 am to 5:30 pm. **The program will not run on unscheduled ½ or full day weather/emergency closings. If you hear that your child's school is closing due to weather, you are responsible for your child at the time of school closing.**

**REGISTRATION & ENROLLMENT POLICY:** The IAA site (grades K-3) and the Oak Street site (grades 4-8) are licensed childcare facilities. Registration for both our Oak Street and IAA sites begins in June, space is limited, so please complete paperwork promptly to help ensure your child's spot. Two weeks prior to the beginning of the school year, you will be notified of your child's acceptance, or whether they have been placed on the waitlist. The Boys & Girls Club of Burlington does not discriminate on the basis of race, color, national origin, handicap, age, or sex, in admission or access to its programs or activities. Modifications of the program to accommodate the individual needs of a child, may be made where such modifications are reasonable and necessary, do not fundamentally alter the nature of the program, do not pose a threat to the child or others, and do not result in an undue burden on the Club. Requests for accommodations should be made as far in advance of commencement of the program as possible. The Club strives to make the program one which provides for the safety, well-being, development and success of each member. If a child is not able to safely participate in Club activities with reasonable accommodations, their participation may be further evaluated.

**PAYMENT:** Our membership fee is \$5.00 for the year and is due upon registration. Membership will expire on the last day of the school year, and a new membership/enrollment will be required for the new school year. **Please note that while you must complete the application to Childcare Resource for subsidized funding as part of this Licensed Child Care Program, its acceptance does not play a factor in your child's enrollment.**

**BEHAVIORAL MANAGEMENT PHILOSOPHY AND PROCEDURES:** It is our goal to ensure that all behaviors have a positive outcome. We want all children to learn and practice resolution skills, work together to

resolve their differences and develop positive alternatives. The Club's philosophy and procedures are based on professional youth development theories. Given that there are a wide spectrum of approaches to child development and because the Club recognizes that each child has different needs and goals, we strive to work with families to ensure that their child(ren) will be successful here at the Club. Communication with and from families and other support systems is a vital part of helping to ensure the success of each child.

Our values regarding behavior are:

- Respect
- Responsibility
- Caring
- Happiness
- Celebrating differences

Prior to activities, our staff communicates the behavioral expectations in relation to these values. These values and expectations are also posted throughout the building. If a child does not meet the expectations, staff will attempt to implement the least restrictive intervention with the intention of redirecting the behavior to something more positive.

Individual behavior plan can be created at times when other a child is struggling to uphold the Club expectations on a continuous basis. Club staff will attempt to notify parents regarding behavior or discipline as best we can. All behavior management decisions are made on a case by case basis, and we will work with families as much as possible to find a successful outcome that fits the needs of their child, the other Club members, and the Club.

**The following will be taken seriously: hitting, kicking, biting, bullying, harassment, threatening and explicit language of any kind. The Club reserves the right to make final determinations on a child's status with the Club; up to and including, suspension and/or termination of membership.**

**FAMILY/STAFF COMMUNICATION:** Good communication between parents and child caregivers is essential to provide the best possible care for each child. **It is very important that you inform us of changes in your child's life that may affect behavior.** Changes at home include moving, hospitalization of a sibling or parent, changes in the parents' relationship or a death in the family. Staff members can better provide for a child's needs if they are aware of the situation. You are welcome to visit the Club anytime you wish without prior notice. Your cooperation with all policies and procedures while at the Club is expected and appreciated. We encourage you to take every opportunity to talk with staff about your child during pick-up, and/or a time may be scheduled to have a more intentional conversation with the Program Director and staff. Ask your child about the program every day and take time to read any information that goes home.

**FAMILY/CLUB PROBLEM SOLVING PROCEDURES:** This policy relates to administrative decisions effecting a child's enrollment, programmatic policies and administrative procedures. If a parent has a grievance with administrative decisions, the following process must be followed.

All issues must be brought to the attention of the Program Director responsible for the corresponding program. If after communication with the Program Director the issue is still not resolved, or if the issue concerns the Program Director, they must be brought to the Executive Director and discussed with the Executive Director. If the issue remains unresolved, or the concern is with the Executive Director, the parent should contact the President of the Board of Directors. The name and contact information of the Board's President is on the Club website, [www.bandgclub.org](http://www.bandgclub.org), and their contact information can be obtained through the Club.

**ATTENDANCE:** In order to develop strong group relationships and conduct effective programs, it is beneficial that your child(ren) attend on a regular basis. If your child (ren) will not be attending for part or all of the day, please communicate this to us through email or a phone call. Upon arrival children will sign in using their

individual membership cards. When a child leaves, they will repeat the process. Once a child leaves the Club we ask they do not return until the following program day, unless it has been discussed with staff prior to the child leaving.

Please note that we understand that it can be difficult for all Club Members to stick to a strict attendance schedule due to outside commitments and unplanned events (sports, dance, instrument practice, plays, parents work schedules, sickness, etc.). With this in mind we have your child's safety as our first priority. If you would like to be informed on days that your child does not attend the Club's Afterschool Program, please inform the Program Director at your child's site and we will contact you on those days.

**PICK-UP:** The Oak Street After School Program ends at 6:00pm; the IAA After School Program ends at 5:30pm. If children at the Oak Street After School Program are walking home (and have permission) we allow them to leave at 6:00pm. Please note the following tardiness policy:

-All children must be picked-up no later than these closing times.

-If, for any reason, a parent is not able to pick up his/her child by the end of programming, the parent should call the Club to inform us.

-If a child is not picked up within 15 minutes of the program closing, a phone call will be made to the parent/guardian. If the child has not been picked up 30 minutes after the ending of programming, the emergency contact person will be called.

-Children will only be released to those persons authorized to pick-up. Any other person coming to pick-up must have previous permission either by written note, phone call, or email.

-If you give your child permission to walk home, it must be in writing, or with a daily phone call.

**PARKING:** The Club has limited parking spaces. We encourage parents to park on the side or back of the building when picking up children. Please do not park in front of the building unless you are in a designated parking spot. IAA has a small parking lot on each side of the building, along with street parking along Walnut Street.

**Oak Street 4<sup>th</sup>-8<sup>th</sup> Grade Typical Day:**

**3:00 – 3:30 Check-in, open activities, snack**

**3:30 – 4:00 Power .5 (Academic & Learning Activities)**

**4:00 – 5:00 1st activity choice**

**5:00 – 6:00 2nd activity choice & dinner**

**6:00 End of programming**

**IAA K-3<sup>rd</sup> Grade Typical Day:**

**3:00 – 3:30 Check-in & dinner**

**3:30 – 4:00 Power .5 (Academic & Learning Activities)**

**4:00 – 5:15 Activity**

**5:15 – 5:30 Pick up time**

**5:30 End of programming**

**GROUPS:** Oak Street Afterschool is split into two groups 4<sup>th</sup> & 5<sup>th</sup> graders in one, and 6<sup>th</sup> through 8<sup>th</sup> graders in the other. IAA groups are split into individual grades.

**WHAT TO BRING:** Children should wear comfortable clothes and be prepared to do a variety of activities. We ask that they are dressed appropriately to go outside. We ask that you provide your child with non-marking soled sneakers to help protect the gym floor.

**FIELD TRIPS:** The majority of our field trips are local events - within walking distance. On occasion, we will take spontaneous local trips without parent notification. All field trips will return to the Club by 5:45pm at the latest. Should the field trip last beyond 5:45pm, a permission slip will be required (or phone call permission from parent/guardian).

**OUTSIDE PLAY:** The children will go outside, weather permitting. Whenever a group leaves the area, a form will be completed stating where the group is, what time they will return and a contact number.

**SNACK AND DINNER:** A healthy snack and dinner will be provided to every child on a daily basis. We provide protein, vegetables, and fruit every day. Parents may choose to send snack with their child.

**PHONE USE:** Phone calls to Club members will be accepted from parents/guardians only. We ask that parents limit their calls and make as many arrangements as possible prior to the day. We allow phone calls to be made by Club Members at our discretion.

**SMOKE/SUBSTANCE FREE:** Smoking/vaping (of any kind) is strictly prohibited on both the IAA and Club properties, along with Roosevelt Park. This is not only a Club policy, but is also in accordance with Vermont State Law. The consumption of alcohol on these properties is also strictly prohibited. These policies apply to all persons whether they are affiliated with the club or not (staff, club members, parents/families, community members, etc.).

**IMMUNIZATION:** Vermont State Law requires that we obtain up to date immunization records for **ALL** children who attend our program. The Club is able to do this online once the registration packet has been completed and received. If we are unable to access your child's records we will require that you either directly provide these records or that you have a copy sent to us.

**CONFIDENTIALITY:** All information obtained through any paperwork and/or family/school/Club communication, is strictly confidential and is only shared with Club staff when deemed appropriate to better serve your child.

## **EMERGENCY PROCEDURES**

**EVACUATION SITE:** In the event of an emergency that requires the **IAA** site to leave their building, they would go to the 62 Oak Street Clubhouse. Contact Phone number would remain the same.

In the event of an emergency that requires us to leave the Oak Street Clubhouse, we would go to the Academic Center (building in Roosevelt Park). Contact phone number would remain the same.

**PROCEDURES FOR INJURIES:** If a child is injured, the Program/Site Director will take whatever steps necessary to obtain emergency medical care. These steps may include, but are not limited to, the following:

*-Attempts to contact a parent or guardian.*

*-Attempts to contact a parent through the emergency contacts.*

If we cannot contact the parent/guardian or the situation warrants, we will do one of the following:

*-Call an ambulance or paramedic.*

*-Have the child taken to an emergency hospital in the company of the staff.*

**ADMINISTERING MEDICATION:** Medication which needs to be administered during programming must have an accompanied medication release form that is filled out completely prior to administration of medication. This includes, but is not limited to:

-Tylenol

-Eye Drops

-Ibuprofen

-Prescription medication

**ILLNESS:** Children may not attend the program if they have a contagious illness, a high fever, vomiting, diarrhea, or a bad cold. Parents will be called to pick up their child if they exhibit any of these symptoms. Children who have runny noses, but otherwise are fine may attend the program. If a child did not attend school during the day or was sent home due to illness, they will **not** be permitted to attend the after school programs.

**If your child is suspended from school, please notify us as soon as possible. Their suspension extends to the both after school programs as well.**

**HEAD LICE:** The Club makes every effort to reduce the risk and exposure of its members to head lice. Steps that we take to prevent exposure are:

- To provide each child with a space in which to store their personal belongings.
- To provide each child with a plastic bag to put their things in if they do not have a back pack or other bag to use.
- To thoroughly clean the facility each day.
- To minimize physical contact between children.
- Conduct periodic head checks.
- When a child is discovered to have lice or nits, the family will be asked to pick up the child and treat the child's head, personal belongings and home environment. Literature on proper procedures is available at the Club. The child's head will need to be checked before returning to program. The child **MUST** be lice free before returning (this includes eggs, larva, etc.).

**MISSING CHILD PROCEDURE:** If a child who has signed into the program is missing or has left the program without the Club receiving parental/guardian permission, phone calls will be made to both parents/guardians and the police.

**SUSPECTED CHILD ABUSE AND NEGLECT:** As professional childcare providers, we are mandated by the State of Vermont to report any suspicion of child abuse or neglect. Staff is directed to report all suspicion immediately to their Supervisor and to call the Vermont Department of Children and Families (DCF) to file the report. Upon the recommendation of DCF, we will notify the child's parents/guardians.

If you should have any concerns regarding the treatment of your child by a staff member, you should notify the Club immediately, in accordance with our problem solving policy. You also have the right to contact DCF at **1-800-649-2642**.

This handbook, our registration packet, and other information can be found online at: [www.BANDGCLUB.org](http://www.BANDGCLUB.org)  
The Vermont Rules and Regulations for After School Programs can be found online at: [www.dcf.vermont.gov/cdd](http://www.dcf.vermont.gov/cdd)

**THE ABOVE IS POLICY FOR THE CLUB'S PROGRAMS. IF YOU FEEL YOU CANNOT ABIDE BY THESE POLICIES, PLEASE CONTACT US PRIOR TO YOUR CHILD'S PARTICIPATION IN THE PROGRAM.**

**Thank you very much for your time!**

**We look forward to a long and positive relationship with your family.**