



**BOYS & GIRLS CLUB
OF BURLINGTON**

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

**Parent & Member
Handbook**

**THE BOYS AND GIRLS CLUB OF BURLINGTON
62 OAK STREET (4TH-8TH)
6 ARCHIBALD STREET (K-3RD)
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 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 and 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 and socially.
- To deliver our program in a safe, fun, supportive, caring and positive environment.

PROGRAM STAFF: Each staff member is a qualified and experienced individual. Many have worked as program staff in other youth programs or have teaching backgrounds. We hope you make an effort to talk with your child's program staff members. The more our staff knows about your child, the better they are able to meet any individual needs your child may have.

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 1/2 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. **The program will not run on unscheduled 1/2 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.** Our 1/2 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.

REGISTRATION

The Oak Street site (grades 4-8) and the IAA site (grades K-3) are licensed childcare facilities. This means that your child will be registered to attend specific days of the week and will not be allowed to leave unless you have given us permission. In the event that your child does not arrive on a day that they are scheduled, we will make every effort to immediately notify you by phone that they have not arrived. Once your child has signed out of the Club, he or she will not come back to the Club that day, unless it has been previously discussed with the Program/Site Director.

PAYMENT: Membership 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 you must complete the application to Childcare Resource for subsidized funding as part of this Licensed Child Care Program.** If you do not qualify for Child Care Resource subsidy your child may still attend the program.

ACCEPTANCE ENROLLMENT POLICY: The Oak Street Club's After School program is offered to children who are in grades 4 – 8, and the IAA After School Program is offered for children K-3 who attend the Integrated Arts Academy. Modifications of the program to accommodate the needs of qualified handicapped persons, including assignment of additional staff, may be made where such modifications are reasonable and necessary, do not fundamentally alter the nature of the program, and do not result in an undue burden on the

Club. Requests for modification or auxiliary aids 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. For this reason, the Club has set forth the following policies which must be adhered to and supported.

NOTICE OF NONDISCRIMINATION: In accordance with the laws and regulations cited below, the Boys and Girls Club of Burlington does not discriminate on the basis of race, color, national origin, handicap, age, or sex, in admission or access to, or employment in, its programs or activities.

The person whose name appears below has been designated to coordinate our efforts to comply with these regulations implementing these regulations and our grievance procedure for the resolution of discrimination complaints.

Tanya Benosky
Executive Director
62 Oak Street
Burlington VT, 05401
(802)864-5263

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); 45 C.F.R. Part 80.
- Section 504 of the Rehabilitation Act of 1974, as amended, (29 U.S.C.794); 45 C.F.R. Part 84.
- Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 et seq.); 45 C.F.R. Part 91.
- Title IX of the Education Amendments of 1972 (20 U.S.C. 1681) 45 C.F.R. Part 86.

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.

Our values regarding behavior are:

- Respect
- Responsibility
- Caring
- Happiness
- Celebrating differences

Prior to every activity our staff communicates the behavioral expectations in relation to these values. If a child does not meet the expectations upholding our values, 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 the fits the needs of their child, the other Club members, and the Club.

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.

PARENT/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.

PARENT INVOLVEMENT: You are welcome to visit the Club anytime you wish without prior notice. Your cooperation with all policies and procedures is basic. Take every opportunity to talk with staff about your child. Ask your child about the program every day and take time to read and information that goes home.

GRIEVANCE PROCEDURE REGARDING ADMINISTRATIVE ISSUES: 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/Site Director responsible for the corresponding program. If after communication with the Program/Site Director, the issue is still not resolved, they must be brought to the Executive Director and discussed with the Executive Director. If the issue remains unresolved, 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.

CHARACTER DEVELOPMENT: The Club has adopted 5 values that are incorporated into our daily actions and programs: *Respect; Responsibility; Caring; Happiness and Celebrating Differences*. We are role models for youth in many ways, from dress to language, and from attitude to manners. It is through these character development traits that we can help youth reach their potential. It's our responsibility to ensure that the environment at the Club is one in which staff and children feel safe and respected, that we care and that we will be honest and responsible for our actions. Any child, staff, or parent who continuously shows a lack of respect or caring for others through their words or actions, or refuses to be honest or responsible, may be asked to leave the program. We ask parents to work with us in ensuring that each child understands the importance of these characteristics, and that this policy will benefit the kids in the long run. Although it is not the position of the Club to hold children accountable for parental behavior, parents must understand that their individual behavior is a consideration in the care that the Club is able to provide for their child.

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.

PICK-UP: The Oak Street Site After School Program ends at 6:00 pm; 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 6:00 pm (IAA 5:30pm).

-If, for any reason, a parent is not able to pick up his/her child by 6:00 pm, the parent should call the Club to inform us.

-If a child is not picked up by 6:15 pm a parent/guardian, a phone call will be made to the parent/guardian. If the child is still here at 6:30pm 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.

PARKING: The Club has limited parking space. We encourage parents to park on the side or back of the building when picking up children in order to minimize the potential for accidents in front of the Club.

Oak Street 4th-8th Grade Typical Day:

3:00 – 3:30 Check in, open activities, snack
3:30 – 4:00 Power .5
4:00 – 5:00 1st activity choice
5:00 – 6:00 2nd activity choice (Dinner)
6:00 Programs end

IAA K-3rd Grade Typical Day:

3:00 – 3:30 Check in, Dinner
3:30 – 4:00 Power .5
4:00 – 5:15 Choice Activity
5:15 – 5:30 Pick up time
5:30 Programs end

GROUPS: Oak Street Afterschool is split into two groups 4th & 5th graders in one, and 6th through 8th 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 (Oak Street only): 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. She 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 and 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: In case of emergency, a staff member will call home. 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.

EMERGENCY PROCEDURES

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 while at the IAA or the Club, 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 come and get 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.
- Do periodic head checks.
- When a child is discovered to have lice or nits, the family will be asked to come get 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: Attendance is taken at the beginning of the program day. If a licensed child who is scheduled to be here is not, staff will take the following action:

- Ask children if they know of their whereabouts.
- Check for messages to see if a message was left by the parent with regards to the child being out.

If the above steps are taken and the child's whereabouts have not been determined, we will:

- Call/Text the parents to ascertain the whereabouts of the child. If parents cannot be reached, all other emergency contact names will be called.
- If we are unable to reach anyone, the police will be notified immediately.

PLEASE BE SURE TO LEAVE A MESSAGE AT THE CLUB IF YOUR CHILD WILL NOT BE ATTENDING ON ANY GIVEN DAY.

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. Parents will be notified of any such calls made by the Club staff unless we have reason to believe that the parent is responsible for the abuse or neglect.

If you should have any concerns regarding the treatment of your child by a staff member, you should notify the Director of the Club immediately. If the suspected behavior warrants that a report should be made to DCF, the employee will be dismissed with pay until s/he is cleared of any suspicions or until guilt has been proven, in which case the employee will not return to work.

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.