



**BOYS & GIRLS CLUB
OF PAWTUCKET**

Pre-Teen After-School Program Registration Form

Name of Child (last name, first name) Date of Birth

Parent or Guardian's Name Home Address Home Phone # / Cell Phone # *

Employer Work Address Work Phone # *

Parent or Guardian's Name Home Address Home Phone # / Cell Phone # *

Employer Work Address Work Phone # *

I understand that part of the Club Pre-Teen programming includes homework assistance. I wish for my child _____ to:

- complete their homework at the Club; or
- complete their homework at home; or
- choose if they complete their homework at the Club or at home.

Authorized Pick-Up List

Authorized To Pick-Up (*please include parent(s)/guardian(s)*): All authorized persons must be **18 years of age or older** and must have a photo ID. The Club will not release a child without written authorization. Please inform all authorized persons to have photo ID ready and available at pick-up. *Please note your emergency contacts listed on the membership form must also be authorized to pick-up below. Additionally, please designate any contact below who may be called in case of an emergency.*

I hereby authorize:			Emergency Contact
_____ Name	_____ Phone #	_____ Relationship to Child	<input type="checkbox"/>
_____ Name	_____ Phone #	_____ Relationship to Child	<input type="checkbox"/>
_____ Name	_____ Phone #	_____ Relationship to Child	<input type="checkbox"/>
_____ Name	_____ Phone #	_____ Relationship to Child	<input type="checkbox"/>
_____ Name	_____ Phone #	_____ Relationship to Child	<input type="checkbox"/>
_____ Name	_____ Phone #	_____ Relationship to Child	<input type="checkbox"/>
_____ Name	_____ Phone #	_____ Relationship to Child	<input type="checkbox"/>
_____ Name	_____ Phone #	_____ Relationship to Child	<input type="checkbox"/>

to pick up my child _____ from the Boys & Girls Club of Pawtucket. If I wish to add or remove anyone from this list, I will provide advance written notice to the Boys & Girls Club of Pawtucket.

Unauthorized persons:

A copy of legal documentation such as custody papers or restraining orders concerning your child's welfare must be kept on file at all times.

Medical Information and History

Emergency Medical Permission:

First Aid: I authorize the Program Staff to administer first aid treatment to my child.

Hospital: Should an emergency arise I understand that a conscientious effort will be made by the Boys & Girls Club of Pawtucket to contact me at the emergency numbers I have provided before any medical action is taken. I would prefer to have my child taken to the following hospital if the need arises: _____ . I understand that choice of hospital may be limited by service of the local rescue squad.

Doctor: I authorize the Program Staff to contact _____ M.D. at (Phone #) _____ with questions the Program Staff may have regarding the health of my child.

Social: Please attach a letter stating any additional information on how your child functions in a group setting which would be pertinent to their participation at the Club.

Any Allergies or Dietary Restrictions: Yes No
If yes, please explain: _____

We participate in the CACFP which allows us to provide free nightly meals to your child. If you do not wish to have your child partake of these meals, please speak with our Director of Pre-Teen Programs.

I have read and understand all the policy information that has been provided to me and agree to comply with these policies.

Parent/Guardian's Signature

Date

For Office Use Only

Membership Current & Verified: Y N

No Back Balance Due: _____

1st Page Completed: _____

Verified By: _____

2nd Page Completed: _____



**BOYS & GIRLS CLUB
OF PAWTUCKET**

Pre-Teen After-School Program Parent Authorization for First Aid & Emergency Treatment

In the event it is necessary, I authorize the Program Staff to administer first aid treatment to my child.

I authorize the Program Staff to contact _____ M.D. at (Phone #) _____ with questions the Program Staff may have regarding the health of my child.

In consideration of admittance, I hereby authorize the Boys & Girls Club of Pawtucket to arrange for medical examination and/or treatment of my child, _____ should an emergency arise at the Club or on a field trip. I understand that the Boys & Girls Club of Pawtucket will make a conscientious effort to contact me at the emergency numbers I have provided below before any medical action is taken.

In the event it is deemed necessary, I would prefer to have my child taken to the following hospital: _____ I understand that choice of hospital may be limited by service of local rescue squad.

Health Insurance Plan _____

Policy Number _____

Please note that all emergency contacts are denoted on the Pre-Teen After-School Program Registration Form.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

(for office use only)

**Boys & Girls Club of Pawtucket
Membership Application**
Annual Fee: \$40.00 Resident* / \$60.00 Non-Resident
**Pawtucket or Central Falls*

- Teen
 Pre-Teen
 Pre-School (no fee)
 New Renewing

Processed by: _____

Date of Enrollment: _____

YOUTH INFORMATION

Member's Name: _____ Gender: M ___ F ___

Address: _____ City: _____ State: ___ Zip: _____

Home Phone: (___) _____ Date of Birth: ___/___/___ Age: _____

School Attending: _____ Grade (in Sept 2016): _____

Teacher's Name (elementary school only): _____

On time grade progression? Yes No

PARENT/GUARDIAN INFORMATION

Primary Contact Name: _____ Relationship to member: _____

Please check all preferred methods of contact for general communications.

Cell: (___) _____ Work phone: (___) _____ E-mail: _____

Secondary Contact Name: _____ Relationship to member: _____

Please check all preferred methods of contact for general communications.

Cell: (___) _____ Work phone: (___) _____ E-mail: _____

Emergency Contact: _____ Phone/Cell: (___) _____ Relationship: _____
(other than parent/guardian and over 18 years old)

Emergency Contact: _____ Phone/Cell: (___) _____ Relationship: _____
(other than parent/guardian and over 18 years old)

Emergency Contact: _____ Phone/Cell: (___) _____ Relationship: _____
(other than parent/guardian and over 18 years old)

Member lives with: Both Parents Mother Father Guardian Stepmother Stepfather Grandparents

MEDICAL INFORMATION

Please list any medical restrictions, allergies, or dietary restrictions your child may have: _____

Any restriction of activity for physical, emotional or psychological reasons? Yes No Explain: _____

Any condition now requiring regular medication? Yes No Name of medication: _____

Does your family have health and/or accident insurance: Yes No

Family Health Plan Name: _____ Policy #: _____ Group #: _____

Permission for Treatment by Physician/Hospital: Yes / No

Physician's Name: _____ Physician's Phone: (___) _____

HOUSEHOLD INFORMATION

NOTE: This information is collected for grant writing purposes ONLY

Ethnic/Racial Origin: Caucasian African American Hispanic Asian Native American

Multi-Racial Other: _____ (please specify)

Number in Household: _____ ♦ Current Head of Household: Female Male ♦ Single Parent Household: Yes No

Estimated Yearly Household Income: _____ Military Family: _____
(branch)

PARENT: PLEASE READ AND SIGN THE FOLLOWING:

I hereby give permission to my son/daughter to become a member of the Boys & Girls Club of Pawtucket. I understand that the Club and its personnel are not responsible for personal injury or loss of property. I agree to observe whatever rules are decided upon as best for the welfare of all. The Boys & Girls Club of Pawtucket reserves the right to dismiss a youngster from the Club. Refunds will not be made due to dismissal. Permission is given to use photos or motion pictures for publicity purposes.

In accordance with Section 7-6-9 of the RI General Laws entitled "Exemption from Liability", I hereby waive any liability that the Boys & Girls Club of Pawtucket, its officers, directors, trustees, agents, servants and employees might have and agree that said Boys & Girls Club of Pawtucket, shall not be liable for any bodily injury to the participant incurred while such participant is practicing for, or participating in any contest or exhibition of an athletic or sports nature sponsored by the Boys & Girls Club of Pawtucket; and hereby assume the risk of any bodily injury to such participant incurred while such participant is practicing for or participating in any contest or exhibition of an athletic or sports nature sponsored by the Boys & Girls Club of Pawtucket.

The health history on the reverse of this form is correct so far as I know, and the herein described has permission to engage in all prescribed activities, except as noted by me and the physician. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by and the adult leader in charge, to hospitalize, secure proper anesthesia, or to order injections or surgery for the above named member.

Boys & Girls Club of Pawtucket Hours for Drop-In Pre-Teen Members: Monday – Friday 3:00 p.m. to 6:00 p.m. *(During the School Year)*

Boys & Girls Club of Pawtucket Hours for Teen Members: Monday – Friday 2:30 p.m to 9:00 p.m. *(During the School Year)*

Early & Late Fee Policy: There will be a fee of \$1.00 per minute that your child is left in the Boys & Girls Club before or after the hours of operation. Children will not be allowed back in until the fee has been paid.

The Boys & Girls Club of Pawtucket would like every member to have a positive day. Members will be held accountable for their actions to ensure a safe and fun environment for all. As a drop-in facility, we are not responsible for Club members' whereabouts. Additionally, please do not send toys, CD players, MP3 players, jewelry, cell phones, handheld games or other valuables to the Club. I understand the Boys & Girls Club of Pawtucket is not responsible for lost or stolen items.

I give my permission to the Boys & Girls Club of Pawtucket to share information about my child listed on this application with the Boys & Girls Clubs of America (BGCA) for research purposes and/or to evaluate the program's effectiveness. Information disclosed to BGCA may include: the information provided on this membership application form; information provided by the minor child's school or school district; and any other information collected by the Boys & Girls Club of Pawtucket, including but not limited to data collected via surveys or questionnaires. All information provided to BGCA will be kept confidential.

As a member of the Boys & Girls Club of Pawtucket, your child will have access to the Internet. While precautions are taken, it is possible s/he may access inappropriate sites. The Boys & Girls Club of Pawtucket has rules and consequences for such behavior; however we will not be responsible for the consequences of such access. Your child's signature below indicates that they understand and agree to abide by the Club Member Technology Rules & Regulations.

Among the many services available during our after-school program, we provide a wide variety of homework help and academic support programs. In order for us to assess and monitor the academic needs of our members and provide appropriate tutoring and academic services, the Boys & Girls Club of Pawtucket would like to collect the report cards and NECAP scores for your child in addition to having them participate in a diagnostic online survey. This release is valid for one year and may be revoked at any time by contacting the Boys & Girls Club of Pawtucket in writing.

I hereby consent and authorize the Boys & Girls Club of Pawtucket to survey my child about their Club experience, behaviors, skills and attitudes using a variety of survey instruments.

I hereby consent and authorize the Boys & Girls Club of Pawtucket to use and reproduce photographs and video taken of my child for publicity, advertising and marketing purposes of every description. *In order to opt out of the photo release, please complete the opt out form available at the Front Desk.* I also consent to my child utilizing the transportation offered by the Boys & Girls Club of Pawtucket. Additionally, I consent to my child participating in all Club activities in or adjacent to the Club building.

Parent / Guardian Signature: _____ Date: _____

Member Signature: _____ Date: _____



**BOYS & GIRLS CLUB
OF PAWTUCKET**

Pre-Teen After-School Program Policy & Procedure Handbook

Late Pickup Charges

In order to maintain the safety and quality of our program, Boys & Girls Club of Pawtucket staff will remain at the Club until every participant leaves. Due to this additional service provided, a Late Pickup Charge of \$1.00 per minute incurs for each child who is picked up after 6:00 p.m. and will be added to the bill. We reserve the right to suspend your child from the Club after the THIRD occurrence of late pick-up.

Enrollment & Withdrawal

We welcome you to visit our program at any time. You will be given a tour of the facilities and have an opportunity to observe the Club programs. If at any time we have concerns about a child, the parent/guardian will be asked to attend a conference. Parents/guardians may ask for a conference with Club staff at any time.

Enrollment:

- Prior to attending the Club, the following must be completed and on file in the office: the Pre-Teen After-School Program Registration Form, emergency information, and the membership must be current.
- Before the end of the first day of program participation, the following must be returned: handbook acknowledgement, discipline policy, and meal eligibility form.

Withdrawal/Disenrollment from Program:

1. According to DCYF regulations, the Boys & Girls Club of Pawtucket must adhere to a 1 to 13 adult-child ratio for all children, and we take this responsibility seriously. If a child's behavior continually prevents that from occurring, or if a child demonstrates repeated aggressive behavior toward others, the parent/guardian will be requested to withdraw the child, and will be given one week to do so.
2. We reserve the right to suspend a child if the parents/guardians do not cooperate with Club's policies and procedures. One week's notice will be given.
3. We reserve the right to suspend a child after the THIRD occurrence of Late Pickup after 6:00 p.m.

Food and Nutrition Program

We know how important it is for each child to have a healthy and nutritious meal each evening so they can take full advantage of our programs. As such, dinner served by the Club is of sufficient quantity and quality to provide for the nutritional needs of each child as established by the Department of Education Child Care Food Program. Additionally, our menus abide by the State of Rhode Island Department of Health Regulations for the Child and Adult Care Food Program. Menus are available upon request.

All parents/guardians must complete a meal eligibility form for their children at the beginning of the program year.

Health and Safety Program Policies

Medical History:

We do not require a copy of your child's immunizations or Pediatric Health Form, however, if there is a medical need we should be aware of, please make note of it on the Pre-Teen After-School Program Registration Form.

Special Needs:

In the case of a child with special needs, a determination shall be made prior to attending the Club as to the extent those needs can be adequately met by the program. This review will be done by parents/guardians and Club staff, and may involve appropriate specialists. The Director of Pre-Teen Programs shall decide whether or not to admit the child on a trial basis.

If it is determined following enrollment that your child has special needs which cannot be met in our programs, we will work with you to find an alternative after-school care program.

Child Abuse/Neglect:

Suspected cases of child abuse and/or neglect will be reported to DCYF as required by law.

Fire Drills:

A fire drill and building evacuation will be conducted monthly during the hours of program services.

Illness at the Club:

Should an emergency arise the Boys & Girls Club of Pawtucket will make every effort to contact someone at the emergency numbers provided before any medical action is taken. However, in the event an emergency contact cannot be reached, the Club will endeavor to take your child to the hospital listed on your Enrollment Form, choice of hospital however may be limited by service of the local rescue squad.

It is essential that every parent/guardian cooperate fully with the Club's health program policies. When there are symptoms of illness or other indications that a child is not well enough for group activities, arrangements must be made for his/her care at home. The Boys & Girls Club of Pawtucket has no provisions for the care of children who are ill. We do not administer any medications. However, if your child is responsible for taking their own medication, we require written parental authorization and a copy of the prescription label(s) before they can bring the medication to the Club.

Exposure to communicable diseases and any infectious illnesses of other family members should be promptly reported so that the Boys & Girls Club of Pawtucket may be alerted to early symptoms.

A child with a temperature of 101.5°F or higher, rashes, diarrhea, and/or vomiting will be sent home.

Returning after illness:

The following must be adhered to when returning from an illness:

1. Simple cold: When a child is absent for a simple cold, s/he may be readmitted to the Club as long as there is no temperature.
2. Temperatures over 101.5°F, diarrhea, and/or vomiting: Following an illness accompanied by a rise in temperature, diarrhea and/or vomiting, a child must be excluded from the Club until

24 hours after the temperature has returned to normal and/or bouts of diarrhea and vomiting have stopped.

3. Unidentified rashes: A child may return to the Club when the office has received a doctor's note stating that s/he is not contagious and may return to the Club.
4. Chicken Pox: All scabs must be gone before a child returns to the Club.
5. Head Lice: After treatment, a child may return but will be checked by the Director or authorized personnel. During this head check, the parent/guardian may remain with their child. A child must be lice/nit free to remain at the Club.
6. Pink Eye: After treatment, a child must have a doctor's note stating that they are no longer contagious and may return to the Club on file in the office.

Outside Play:

Our policy is that if your child is well enough to attend the Club, s/he is well enough to join other children in the daily outside play.

Children may go outside every day when the temperature is +32 degrees Fahrenheit or above. Please dress your child accordingly.

Drop Off & Pick Up Policy

Emergency Cards:

Children will be released only to those persons whose names are listed on the Pre-Teen After-School Program Registration form and this form must be updated annually. Children are only released to individuals, 18 year or older who are not under the influence. Parent/Guardian must bring in a copy of any custody or restraining order relating to the child. Parents/Guardians are to advise the office in writing or call in advance if a person not listed on the emergency form is to pick up the child; positive identification must be shown at the time of pickup and no child will be released to anyone without Club staff members verifying their identity with a photo id. Any changes to the pick-up list must be verified with the primary contact listed in the system before they are authorized to pick-up.

Drop Off/Sign-In Sheets:

All children must be brought into the building and signed in at the front desk daily BY AN ADULT. For safety reasons we need to know where a child is at all times. Children may not be dropped off in the parking lot.

Weather

IMPORTANT: During freezing rain, icy road conditions, etc., the Club typically closes when the Pawtucket School Department closes. Always phone ahead to see if the Club is open! The Boys & Girls Club of Pawtucket will also announce on all local media and Club social media platforms of program cancellations. Parents/guardians, or a designated representative, must pick up their children upon announcement of program cancellations within one (1) hour of said cancellation.

What to Bring, What Not to Bring & What to Wear

Clothing that is easy to manage encourages independence and self-help. Many toilet accidents are prevented if children can unbutton or unbuckle their pants and belts without a struggle.

All jackets, sweaters, coats, hats, boots, mittens, purses and umbrellas must be clearly marked with the child's name. Many children wear identical clothing and without a name in each garment, it is almost impossible for program staff to identify to whom it belongs.

A sweater or jacket at the Club is recommended since the temperature changes throughout the afternoon.

What not to bring to the Club:

1. Candy and other goodies: We do not recommend sending these items except on special occasions. If they are sent, prior arrangements must be made with the program staff.
2. No guns, knives, or any other kind of weapon will be allowed.
3. Children may not bring cell phones, MP3 players, game boys etc. to the Club. We are not responsible for any item that may be lost, broken or stolen.
4. There will be no contraband materials allowed at the Boys & Girls Club of Pawtucket.

Birthdays:

A birthday is a special day. The Club will always acknowledge each child's birthday. If the parent/guardian wishes to provide a special treat on this day, please make arrangements with the program staff. All food must be in a store bought sealed package.

Orientation and Staffing Guidelines

All childcare staff is required to comply with the DCYF regulations concerning Employment Background Checks, CANTS clearance, immunizations, and qualifications. These records are kept on permanent file with our personnel records.

A copy of our Staff Policies & Practices document is included at the end of this packet for your reference.

Additional Club Program Details

Program surveys will be administered to Club members (ages 9-18) in March. Program surveys will be administered to parents/guardians of Club members in January and June. Information relating to these surveys is available upon request.

Contact Information

Director of Pre-Teen Programs
Cherima Folston, x827
cfolston@bgcpawt.org

Pre-Teen Program Coordinator
Shirley Rodriguez, x817
srodriguez@bgcpawt.org

Boys & Girls Club of Pawtucket
401-722-8840, Option 1
www.bgcpawt.org



BOYS & GIRLS CLUB
OF PAWTUCKET

**Pre-Teen After-School Program
Policy & Procedure Handbook Acknowledgement**

By signing below, you acknowledge that you have read, understand and agree to abide by the policies and procedures outlined in this manual by the Boys & Girls Club of Pawtucket.

Parent/Guardian Signature

Date

Child's Name

MEAL BENEFIT FORM for Child Care

Discharge Date: _____

PART 1. CHILDREN IN DAY CARE

Names of all children in care (First, Middle Initial, Last)	<input checked="" type="checkbox"/> if Foster Child	<input checked="" type="checkbox"/> if Homeless, Migrant or Runaway	If any member of your household receives Supplemental Nutrition Assistance Program (SNAP) or RIWorks, provide the name and full case number for the person who receives benefits. NAME: _____ CASE #: _____ - _____ - _____ If no one receives these benefits, skip to Part 2.

PART 2. TOTAL HOUSEHOLD GROSS INCOME YOU MUST TELL US HOW MUCH AND HOW OFTEN

1. Name (List everyone in household, including foster children)	2. <u>Gross income</u> and how often it was received <i>Examples: \$250/monthly \$400/twice a month \$125 every other week 190/weekly</i>				3. Check if NO income
	Earnings from work before deductions	Welfare, Alimony, Child Support	Pensions, Retirement, social security	Other	
1.					<input type="checkbox"/>
2.					<input type="checkbox"/>
3.					<input type="checkbox"/>
4.					<input type="checkbox"/>
5.					<input type="checkbox"/>
6.					<input type="checkbox"/>
7.					<input type="checkbox"/>
8.					<input type="checkbox"/>
9.					<input type="checkbox"/>

PART 3. SIGNATURE AND SOCIAL SECURITY NUMBER (ADULT MUST SIGN)

An adult household member must sign the application. If Part 2 is completed, the adult signing the form must also list the last four numbers of his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the back of this form.)

I certify (promise) that all information on this application is true and that all income is reported. I understand that the childcare program will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, I may be prosecuted.

Sign here: _____ Date: _____

Social Security Number (last 4 numbers only): *** - ** - _____ I do not have a Social Security Number

PART 4. CHILDREN'S RACIAL AND ETHNIC IDENTITIES (OPTIONAL)

Choose one ethnicity:
 Hispanic or Latino Not Hispanic or Latino

Choose one or more (regardless of ethnicity):
 Asian Black or African American American Indian or Alaskan Native Native Hawaiian or Other Pacific Islander White

DON'T FILL OUT THIS PART. THIS IS FOR OFFICIAL USE ONLY.

Income Conversion: Weekly X 52, Every 2 Weeks (bi-weekly) X 26, Twice A Month X 24, Monthly X 12

Total Income: _____ Per: Week, Every 2 weeks, Twice a Month, Month, Year
 Household size: _____ Categorical Eligibility: SNAP/RIWorks _____ Foster Child: _____ Homeless _____ Migrant _____ Runaway _____

Eligibility: Free _____ Reduced _____ Denied _____ Reason: _____

Determining Official's Signature: _____ Approval Date: _____

Instructions for Completing Meal Benefit Form

Foster children are eligible for free meals regardless of household income. If all the children you are applying for are foster children, follow these instructions:

Part 1: List all foster children enrolled in care. Check the box indicating the child is legally recognized as a foster child.

Part 2: Skip this part.

Part 3: Sign the form. The last four digits of a Social Security Number are not necessary.

Part 4: Answer this question if you choose to.

If some of the children in the household are foster children and others are not, follow the instructions for "ALL OTHER HOUSEHOLDS".

If your household gets SNAP OR RIWorks benefits, follow these instructions:

Part 1: List each child's name. Indicate the name and SNAP or RIWorks case number of a household member.

Part 2: Skip this part.

Part 3: Sign the form. A Social Security Number is not necessary.

Part 4: Answer this question if you choose to.

ALL OTHER HOUSEHOLDS, follow these instructions (include all foster children in addition to family members):

Part 1: List each child's name attending this day care center. Check off if child is a foster child, homeless, migrant or runaway. If any household member receives SNAP or RIWorks benefits, list name and full case number.

Part 2: Follow these instructions to report total household income from last month.

Column 1- Name: List the first and last name of **each** person living in your household, related or not (such as grandparents, foster children, other relatives, or friends). You must include yourself. Attach another sheet of paper if you need to.

Column 2- Gross income and how often it was received: For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every other week, twice a month or monthly. For earnings, be sure to list the **gross income**, not the take home pay. **Gross income is the amount earned before taxes and deductions.** It should be listed on your pay stub, or your boss can tell you. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits, regular contributions from people who do not live in your household, and ANY OTHER INCOME. Report net income for self-owned business, farm, or rental income. Next to the amount, write how often the person got it. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

Column 3- Check if no income: If the person does not have any income, check the box.

Part 3: An adult household member must sign the form and list the last four numbers of his/her Social Security Number, or mark the box indicated if he or she doesn't have one.

Part 4: Answer this question if you choose to. We request this information solely for the purpose of determining compliance with Federal civil rights laws, and your response will not affect consideration of your application.

Privacy Statement Act: This explains how we will use the information you give us. The Richard E. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your children for free or reduced price meals (if the daycare program has a separate charge for meals) or the day care center may not receive maximum federal funds for providing a meal program (if the daycare program provides meals at no charge). The Social Security Number is not required when you apply on behalf of a foster child or you list a SNAP or RIWorks case number or if the person signing the form indicates that they do not have a Social Security Number. We WILL use your information to see if your children are eligible for free or reduced price meals, to run the program, and to enforce the rules of the program.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form found online at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

Further, the Rhode Island Department of Education does not discriminate on the basis of sexual orientation or religion. To file a complaint of discrimination with the State of Rhode Island, write to the Rhode Island Department of Education, Director, Office of Equity and Access, 255 Westminster Street, Providence, RI or call (401) 222-4600.

Need low or no cost health insurance for your children? Call RiteCare at 462-5300 (462-3363 TTY) or www.dhs.ri.gov



**BOYS & GIRLS CLUB
OF PAWTUCKET**

Pre-Teen After-School Program Discipline Policy & Procedures

The Club staff use positive methods of discipline which encourage self-control, self-direction, self-esteem and cooperation.

The staff is prohibited from using the following means as punishment.

1. Hitting, shaking, biting, pinching or inflicting any form of corporal punishment.
2. Restricting a child's movement by binding or tying him or her.
3. Mental or emotional punishment such as humiliating, shaming or threatening a child.
4. Depriving a child of meals, snacks, rest or necessary toilet use.
5. Confining a child in an enclosed area such as a closet, locked room, box or similar cubicle. Non-severe discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming themselves, other persons, or property. Please see attached discipline policy form for more information.

All staff members are expected to handle the discipline of the children in their charge. A child is sent to the Director of Pre-Teen Programs (the Director) when:

1. The staff person has used all resources at his/her disposal and the member still refuses to cooperate. Before a child is sent to the Director, it is expected that the staff member has made the following efforts to solve the problem:
 - a. Give the child an opportunity to explain their behavior.
 - b. Warn the child to correct his/ her behavior
 - c. Use fair judgment in deciding the consequence, ex. Removal from activity, formal discipline report to parent or guardian.
2. In the event that a child commits an act which calls for his/her immediate removal from the activity, either to maintain control or to protect the safety of the group, the child is taken to or sent to the office of the Director. The Director, after considering the facts will take the appropriate action.
3. In the event of serious breaches of discipline policy, dismissal from any program or activity will be served with due process, but dismissal by the Director (pending the hearing) will be enforced where necessary. The Director will, in the final analysis, exercise the authority and assume the responsibility for the proper application of all rules.

The following are several simple rules and consequences to be followed by all children who are involved in any of the programs offered at the Boys & Girls Club of Pawtucket:

Swearing

Consequence: 1st time: warning

2nd time: 15 minute separation from activity

Abuse or misuse of games/ equipment

Consequence: 1st time: warning

2nd time: lose privilege of said game or equipment for one day

Disrespect to Counselor

Consequence: 1st time: warning

2nd time: report to the Director

Fighting

Consequence: 1st time: automatic dismissal from the activity

2nd time: written notice to parent or guardian and automatic suspension from the program for one day

Stealing

Consequence: 1st time: written notice to parent or guardian and automatic dismissal from activity

2nd time: written notice to parent or guardian and automatic suspension from the program for one day

- Repeated episodes of any of the above will be handled individually, keeping in mind that dismissal from a program will be applied only in extreme cases, where all efforts to improve behavior have failed.
- All suspensions will be reviewed by the Director of Pre-Teen Programs.
- If a child is suspended for more than one day, parents or guardians must meet with the Director of Pre-Teen Programs.



**Pre-Teen After-School Program
Discipline Policy & Procedures**

I have read the attached Discipline Policy & Procedures and understand they will apply to my child while participating at the Boys & Girls Club of Pawtucket. I agree that my child and I will abide by the attached Discipline Policy & Procedures.

Please sign and date below and return this page to the Director of Pre-Teen Programs or the front office at the Boys & Girls Club of Pawtucket. Please retain the attached Discipline Policy & Procedures document for your records

Signature: _____ Date: _____

Name of Child: _____



**BOYS & GIRLS CLUB
OF PAWTUCKET**

STAFF POLICIES & PRACTICES

Listed below is a general outline of policies and practices which apply to all Club staff:

Interaction with Members

A. Discipline:

- a. The staff is prohibited from using the following means as punishment.
 - i. Hitting, shaking, biting, pinching or inflicting any form of corporal punishment.
 - ii. Restricting a child's movement by binding or tying him or her.
 - iii. Mental or emotional punishment such as humiliating, shaming or threatening a child.
 - iv. Depriving a child of meals, snacks, rest or necessary toilet use.
 - v. Confining a child in an enclosed area such as a closet, locked room, box or similar cubicle. Non-severe discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming themselves, other persons, or property. Please see attached discipline policy form for more information.
- b. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline.
- c. All staff members are expected to handle the discipline of the children in their charge. A child is sent to a Director when:
 - i. The staff person has used all resources at his/her disposal and the member still refuses to cooperate. Before a child is sent to a Director, it is expected that the staff member has made the following efforts to solve the problem:
 - a. Give the child an opportunity to explain their behavior.
 - b. Warn the child to correct his/ her behavior
 - c. Use fair judgment in deciding the consequence, ex. Removal from activity, formal discipline report to parent or guardian.
 - ii. In the event that a child commits an act which calls for his/her immediate removal from the activity, either to maintain control or to protect the safety of the group, the child is taken to or sent to the office of a Director. The Director, after considering the facts will take the appropriate action.
 - iii. In the event of serious breaches of discipline policy, dismissal from any program or activity will be served with due process, but dismissal by a Director (pending the hearing) will be enforced where necessary. The Director will, in the final analysis, exercise the authority and assume the responsibility for the proper application of all rules.
 - iv. The following are several simple rules and consequences to be followed by all children who are involved in any of the programs offered at the Boys & Girls Club of Pawtucket:
 - a. Swearing: Consequence: 1st time- warning, 2nd time- 15 minute separation from activity
 - b. Abuse or misuse of games/equipment: Consequence: 1st time- warning, 2nd time- lose privilege of said game or equipment for one day

- c. Disrespect to Counselor: Consequence:1st time- warning, 2nd time- report to the Director
- d. Fighting: Consequence:1st time- automatic dismissal from the activity, 2nd time- written notice to parent or guardian and automatic suspension from the program for one day
- e. Stealing: Consequence:1st time- written notice to parent or guardian / automatic dismissal from activity, 2nd time- written notice to parent or guardian / automatic suspension from the program for one day
- d. Repeated episodes of any of the above will be handled individually, keeping in mind that dismissal from a program will be applied only in extreme cases, where all efforts to improve behavior have failed.
- e. All suspensions will be reviewed by the appropriate program director.
- f. If a child is suspended for more than one day, parents or guardians must meet with the suspending program director.

B. Incident/Accident Reports: An Incident/Accident report must be filled out at the time of the incident/accident. It must be signed by the parent the day the event occurs and must be kept in the member's file. The injury, any first aid administered, and parent communication must be maintained in a program health log. The health log is kept at the front desk and has a red cover.

C. Supervision of members:

- a. In order to protect the Boys & Girls Club staff, volunteers, and program participants – at no time during Boys & Girls Club programs may a staff person be alone with a single child where others cannot observe them. As staff supervise children, they should space themselves in a way that other staff can see them.
- b. Staff should never leave a child unsupervised.
- c. Restroom Supervision: Staff will make sure suspicious or unknown individuals do not occupy the restroom before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows for privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs; children must be under the direct supervision of staff at all times.
- d. Staff must conduct or supervise private activities in pairs – putting on bathing suits, taking showers, etc. When this is not feasible staff should be positioned so that they are visible to others.

D. Member Health Check: Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way; any questionable marks or responses will be documented.

E. Respect to Members:

- a. Staff responds to children with respect and consideration and treats all children equally regardless of sex, race, religion, and culture.
- b. Staff will respect children's rights not to be touched in ways that make them feel uncomfortable, and their right to say no. Children are not to be touched on areas of their bodies that would be covered by a bathing suit.

F. Release of Members to Parent/Guardian:

- a. When directed by the parent or guardian, under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian.
- b. Staff should never release a child to anyone who is under the influence.

Staff Conduct

- A. Staff Performance Evaluation Process:** All employees will receive a performance evaluation every three months. After the evaluation, the direct supervisor to the individual will go over every evaluated area with the employee and provide support to the employees on what he or she needs to do to improve in that area. Employees can respond in writing to anything that they feel is unfair and this appeal will be placed in the employees permanent record file.
- B. Conduct:** The staff member agrees to adjust as necessary, personal habits and actions to the customs, policies and ideals of the Club. Staff conduct, both at the Club and away from the Club, should be a credit to the staff and the Boys & Girls Club of Pawtucket. This includes staff members presence on social media. Staff members shall keep hours and habits which will enable them to remain in excellent physical and mental condition.
 - a. **Drugs & Alcohol:** The Boys & Girls Club of Pawtucket is drug free and alcohol free. Illegal drugs and alcohol are not permitted on the camp grounds at any time. Staff using, possessing or being under the influence of illegal drugs or alcohol will have shown cause for immediate dismissal. **Smoking:** There is no smoking on Boys & Girls Club of Pawtucket property at any time.
 - b. **Verbal or Physical Abuse:** Verbal or physical abuse of any camper is not allowed and is grounds for immediate termination of employment.
 - c. **Typical Conduct Offenses and Consequences:** Not following the schedule or not complying with the Club policies and practices. 1st offense-verbal warning, 2nd offense-written warning, 3rd offense-loss of privileges or termination.
- C. Telephone:** *Use of cell phones during work hours is prohibited; use of any Club phone is prohibited unless given permission by the CEO and in emergency cases only. All other illegal use of the phone will be grounds for written discipline and possible termination.*
- D. Staff use of Club Equipment:** Staff will not use Boys & Girls Club equipment or facilities without prior permission given by the CEO.
- E. Personal Belongings:** The Boys & Girls Club of Pawtucket is not responsible for any lost or stolen property. Club management reserves the right to seize any equipment or tools or personal belonging that are deemed a safety concern or inappropriate.
- F. Keep the Club Clean:** The ongoing maintenance of the Club is everyone's responsibility. Everyone is expected to leave areas used clean and neat. Broken equipment must be reported to your supervisor as soon as possible.
- G. Vehicles:** Personal vehicles are to be locked and parked in the designated area. Care and caution shall be used while driving in and out of the Club. The speed limit on Club property is 5mph.
- H. Keys:** Staff will be issued keys to those program areas necessary to their program. Staff must accept full responsibility for the keys issued in their names and are required to replace at their own expense the locks for which the assigned keys are lost.

- I. **Visitors:** All visitors are to check in at the front desk. Visitors at the Club who are not accompanied by a staff member are to be stopped and identified. Staff is not allowed visitors.
- J. **Food/Drinks:** *You are not to eat or drink when working with kids.* If you need to take a break for any reason ensure that your program area is covered by another staff member.
- K. **Interaction with other staff, members and parents:**
 - a. Staff will refrain from intimate displays of affection towards others in the presence of children, parents and staff.
 - b. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited.
 - c. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
 - d. Staff may not be alone with children they meet in Boys & Girls Club programs outside of the Boys & Girls Club. This includes sleepovers and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrative approval. ***Additionally, staff should not post any pictures or videos of Club members in a public way including any form of social media (e.g. Facebook, Twitter, Instagram, YouTube, Snapchat, etc.)***
 - e. Staff are not to transport children in their own vehicles.
 - f. Staff may not date program participants.
- L. **Attire:** Staff must be clean, neat and appropriately attired in a staff shirt at all times. Pants/shorts are appropriate and all shoes must be closed toe.

Terms of Employment

- A. **Termination of Agreement:** All Club staff are employed at-will and the Boys & Girls Club of Pawtucket expressly reserves the right to discharge the employee at any time and for any reason whatsoever, with or without cause, and with or without notice. Nothing in the Club's policies, practices, or procedures shall confer upon the employee any right to continued employment.
- B. **Resignations:** The staff member must give minimum of 14 days notice in writing. During the time between notice and actually leaving the position, the worker should protect the interests of the Club by leaving the work area in good shape and by assisting in a smooth transition to the successor. The Boys & Girls Club reserves the right to shorten resignation time due to best interest of the Club.
- C. **Emergency Leave:** In the event of death of a staff members' family, illness in the family, or urgent business, leave will be granted in relation to the individual circumstances at the discretion of their supervisor.
- D. **Time Off:** Staff may request time off at their supervisor's discretion however it will be without pay.
- E. **Health Examination:** Employment is contingent upon provision of immunization records showing compliance with DCYF requirements. Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.

- F. Criminal Background Check:** Employment is contingent upon the results of a background check completed by the Police Department of the town/city that the staff resides. In addition to this fingerprint check, an RI BCI must be completed at the Attorney General's office, a CANTS check will be mailed to DCYF, Intellcorporation employee background check will be done electronically with satisfactory results in criminal, national sex crime, terrorist alert and verification of social security. Employee must sign a voluntary disclosure form.
- G. Concerns, Suggestions, Complaints:** Employees should feel free to voice ideas, suggestions or complaints without fear of reprisal or retribution. If an employee wishes to remain completely anonymous, he or she can write the idea, suggestion or complaint down on paper and drop it into a mail envelope and deliver to the Director of Program Services or the CEO. Otherwise, if employees have ideas, suggestions or complaints to share, they are directed to follow these simple steps, unless it is a matter more appropriately raised pursuant to the steps set forth in the Club's policy against harassment:
- a. STEP 1: Employees are directed to discuss complaints with their immediate supervisor within three (3) working days of the matter causing the complaint. Employees should provide detail and offer possible solutions. Most matters can be resolved at Step 1.
 - b. STEP 2: If the employee is not satisfied with the results of a discussion with his/her immediate supervisor, the employee is directed to take the matter to the next higher supervisor (in other words, their immediate supervisor's supervisor) within three (3) working days after meeting with the immediate supervisor.
 - c. STEP 3: If the employee is not satisfied with the results of a discussion at this level, the employee is directed to take the matter to the Director of Program Services within three (3) working days after meeting with the immediate supervisor's supervisor.
 - d. STEP 4: If the employee believes the matter remains unresolved, he/she is directed to present the matter in writing to the Director of Program Services within three (3) working days. The Director of Program Services shall consider all matters brought to his/her attention pursuant to this procedure and all decisions made by the Director of Program Services shall be final.
 - e. In the event of a complaint involving the Director of Program Services, the Chief Executive Officer will fulfill the investigatory and decision making role of the Director of Program Services in this process.
- H. Training:** Each staff must complete 20 hours per year and will work with their supervisor to customize to their job responsibilities by creating an individualized training plan.