



**BOYS & GIRLS CLUB  
OF PAWTUCKET**

## Pre-Teen After-School Programs Enrollment Form

*Please Print Clearly*

**Select the appropriate Pre-Teen After-School Program you wish to enroll your child in:**

**School-Age Childcare Program**

**Drop-In Program (3:00 – 6:30 pm)**

**Weekly Fee:**

**Fee: Included in Club Membership**

\$40 Before-School Care

\$85 After-School Care

\$125 Before- & After-School Care

Name of Child (first name, last 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 the Pre-Teen After-School Programs include homework assistance. I wish for my child to:

complete their homework at the Club; or

complete their homework at home.

### Meals

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.

### Medical Information and History

Emergency Medical Permission:

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

Accident/Injury: 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 before any medical action is taken.

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: \_\_\_\_\_

**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 pre-teen member 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:

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

to pick up my child \_\_\_\_\_ from the Club's Pre-Teen After-School Programs. 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.

**Payment**

I will be paying the rate at the top of this form based on the Childcare services I have chosen. I understand I will be responsible for paying my weekly fee each week or I will jeopardize my child's enrollment in the Childcare Program.

**OR**

I will be using DHS benefits to cover all or some of my childcare expenses. I understand I will be responsible on a weekly basis for any co-pay which DHS assigns to my account or I will jeopardize my child's enrollment in the Childcare program. My DHS number is: \_\_\_\_\_, and I have attached a copy of my DHS benefits letter.

**OR**

My child is enrolled in the after-school only drop-in program and I understand there are no additional fees for participation beyond the annual membership fee.

**School-Age Childcare Program Only**

I, \_\_\_\_\_ wish to enroll my child \_\_\_\_\_ in the Boys & Girls Club of Pawtucket's School-Age Childcare Program (Monday-Friday) during these hours:

Before Care (6:30 – 8:30 a.m.) and/or  After Care (3:00\* – 6:30 p.m.).

*\*We will pick up your child when his/her school day ends.*

Has your child ever been discharged from a childcare program:  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

***Transportation Permission***

I \_\_\_\_\_ give permission for my child \_\_\_\_\_ to be transported by the Boys & Girls Club of Pawtucket to and/or from \_\_\_\_\_ school, in order to attend the Club's School-Age Childcare Program.

If my child will not be attending the School-Age Childcare Program on any given day, I understand that it is my responsibility to notify both the Boys & Girls Club of Pawtucket and my child's school before 12:00 pm regarding this change. I understand that if I fail to inform either the Club or the school, my child will be transported to the Boys & Girls Club of Pawtucket.

One week's tuition and the yearly Membership Fee must be paid for enrollment to be complete. The first week's tuition and membership fee are non-refundable if your child is accepted by the program.

All participants must have a current membership at the Boys & Girls Club of Pawtucket in order to participate in the Pre-Teen After-School Programs. Memberships must be renewed prior to expiration or your child may be disenrolled from the program.

I have received the Pre-Teen After-School Programs handbooks and 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

First Week Tuition Amount: \$ \_\_\_\_\_

No Back Balance Due: \_\_\_\_\_

**Verified By:** \_\_\_\_\_

Date: \_\_\_\_\_

1<sup>st</sup> Page Completed:

2<sup>nd</sup> Page Completed:

3<sup>rd</sup> Page Signed:



**BOYS & GIRLS CLUB**  
OF PAWTUCKET

**Pre-Teen After-School Programs  
Signature Page**

**Name of Child:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

I have received the Pre-Teen After-School Programs packet which includes the Discipline Policy & Procedures document and the Program Handbook.

I have read, understand and agree to abide by the policies and procedures outlined in the Boys & Girls Club of Pawtucket's Pre-Teen After-School Programs Handbook.

I have read the Pre-Teen After-School Programs 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 Discipline Policy & Procedures.

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*



**BOYS & GIRLS CLUB  
OF PAWTUCKET**

## **Pre-Teen After-School Programs Handbook**

### **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 Programs Registration Form, Signature Page, and the membership must be current.

#### *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.
3. We reserve the right to suspend a child (and/or remove them from the School-Age Childcare Program) after the THIRD occurrence of Late Pickup after 6:30 p.m.

### **Membership**

A child **MUST** have a current membership to participate in any programs at the Boys & Girls Club of Pawtucket. If your child's membership expires they will be suspended from the Club and will not be able to return (nor will they be picked-up from school if enrolled in the Childcare Program) until the membership is renewed.

### **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 6:30 p.m. We reserve the right to suspend your child from the Club (and/or remove them from the School-Age Childcare Program) after the THIRD occurrence of late pick-up.

### **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.

### **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 Programs 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.

*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 Contacts & Authorized to Pick-Up:*

Children will be released only to those persons whose names are listed on the Pre-Teen After-School Programs Enrollment Form as authorized to pick-up – this form must be updated annually. Omitting a name previously provided from this form DOES NOT remove them from your authorized pick-up list. You must notify us in writing if you wish to remove an emergency contact or person authorized to pick-up who you have previously listed for your child. Your child's authorized pick-up and emergency contact lists are available upon request. Children are only released to individuals, 18 years 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 & Pick-Up/Sign-In & Sign-Out:*

All children must be brought into the building and signed in with the program leader daily BY A PARENT/GUARDIAN (or other adult on the authorized list provided on the Pre-Teen After-School registration form). At the end of the day, an authorized PARENT/GUARDIAN (or other authorized adult) must come into the Club and sign-out their child (presenting photo ID if requested by program staff).

For safety reasons we need to know where a child is at all times. Children may not be dropped off in the parking lot. Additionally, we will not dismiss a child unless an adult is in the building, do not call and ask us to send your child outside to meet your car.

*Parking Policy*

All visitors to the Club, including those dropping-off and picking-up children are expected to follow our parking rules for the safety of all Club members and guests.

We have ample marked parking spaces in both the upper and lower parking lots at the Club. Any of the drives as you enter the Club and the front circle area are not for parking – this includes stopping to let your child in and out of the car. Anyone who is found parking or stopping on any of the drives or in the front circle will be subject to consequences up to and including suspension of your child's membership at the Club. The parent/guardian who completes the Pre-Teen After-School Programs registration paperwork is responsible for notifying all those who they authorize pick-up of this policy.

**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. The Club is not responsible for any damaged, lost, or stolen items.

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, electronic games, 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**

The Club will be closed for the following School Year holidays – there will be no programming on these dates (additional dates will be added to the calendar throughout the year):

- Monday, September 3, 2018: Labor Day
- Friday, September 28, 2018: All-Staff Training Day
- Monday, October 8, 2018: Columbus Day
- Monday, November 12, 2018: Veterans Day
- Thursday, November 22 – Friday, November 23, 2018: Thanksgiving Day
- Winter Break: TBD
- Monday, January 21, 2019: Martin Luther King, Jr. Day
- Monday, May 27, 2019: Memorial Day

Additionally, there will be limited hours for Drop-In Program participants during the February and April Vacation weeks.



Program surveys will be administered to Club members (ages 9-18) in March. Program surveys will be administered to parents/guardians of Club members during the school year. 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

### **Childcare Program Only**

***In addition to all other policies noted above, the following additional policies and procedures apply to participants in our School-Age Childcare Program.***

#### **Tuition Policies & Procedures**

*Tuition:*

\$40/week for Before-Care

\$85/week for After-Care

\$125/week for Before- & After-Care

*DHS Reimbursement Accepted*

Tuition is based on enrollment and not attendance. Unless you notify us otherwise as noted in the Absence from the Program as noted below, you will be charged in full for for any weeks in which you are enrolled, regardless of your attendance.

*Tuition Payment Days:*

Monday - Friday

(Cash is taken at the front desk only during office hours: 8:30 a.m. - 6:00 p.m.)

*Payment Methods:*

Check, Cash, Money Orders, Visa/MC

*Payment Due Dates:*

All payments are due by Friday for the following week. Before your child's first day of attendance, the fee for the first week must be paid in full.

*Late Payment Fee:*

Our expectation is that parents will pay weekly. We allow a two-week grace period on your weekly Childcare Program fee. However, after the second week of non-payment you will be discharged from the program. Your child will not be able to return until the bill is paid in full, or an appropriate payment plan/arrangement has been made. The Club will notify the school that the child will not be picked up.

*Responsible Parent/Guardian:*

The person responsible for paying the bill is the parent/guardian who enrolled the child in the program and signed the enrollment form. We can provide itemized statements upon request.

*Absence from the Program:*

If your child is going to be absent from the Club's School-Age Childcare Program for one week or longer, it is your responsibility to notify us, in writing, of your child's absence at least two weeks prior to the absence. If we are not notified, you will be charged the weekly fee for that time period.

*Non-Sufficient Funds (NSF) Check Charge:*

1. For the first NSF check: A \$25.00 charge will be added to your bill. This \$25.00 charge plus the amount of the NSF check must be paid in full with cash, money order or credit card within one week of receiving the NSF check. If this amount is not paid, we will follow the Late Payment Fee schedule.
2. For the second NSF check: A \$30.00 charge will be added to your bill. This \$30.00 charge plus the amount of the NSF check must be paid in full with cash, money order or credit card within one week of receiving the second NSF check. If this amount is not paid, we will follow the Late Payment Fee schedule.
3. After the third NSF check, all bills must be paid with cash, money order or credit card for the remainder of the school year.

**Enrollment & Withdrawal**

*Enrollment:*

- In addition to all documents listed above, participants in the School-Age Childcare Program must also provide: up-to-date, and payment for the first week of the program before they can be enrolled in the program.

*Withdrawal/Disenrollment from Program:*

1. The person who enrolls the child must be the person who removes them from the program, giving the office one week's notice in writing.
2. Any child absent for two consecutive weeks, without notification to the office, will be considered withdrawn. If you would like to withdraw your child, please notify the office as soon as possible to avoid extra charges.
3. We reserve the right to remove a child if the parents/guardians do not cooperate with the Club's School-Age Childcare Program policies and procedures.
4. We reserve the right to remove a child if payments are not made when due. Please see our payment policies.

**School Early Dismissal**

If school is dismissed early due to teacher in-service or other non-weather related events, Childcare Program participants will be picked up upon dismissal and brought back to the Club for regular programming.

If school is dismissed early due to inclement weather, the Club will also be closed and there will be no pick-up at school for Childcare Program participants.

**Vacation Weeks**

The Pawtucket School Department vacation weeks in February (February 18-22, 2019) and April (April 15-19, 2019) are not considered part of the Club's School-Age Childcare Program and your child WILL NOT be automatically enrolled in these weeks. If you wish to have your child attend during these weeks,

you will need to complete a Vacation Week Registration form to secure your spot. If you do not register in advance, we may not have a space available for your child.

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

*What to bring to be left at the Club:*

1. Kindergarten Program participants should have a change of clothes: pants and shirt or dress, socks and underwear. The child's name must be on each item.

Parent Copy



**BOYS & GIRLS CLUB  
OF PAWTUCKET**

## **Pre-Teen After-School Programs 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.
6. 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: 1<sup>st</sup> time: warning

2<sup>nd</sup> time: 15 minute separation from activity

Abuse or misuse of games/equipment

Consequence: 1<sup>st</sup> time: warning

2<sup>nd</sup> time: lose privilege of said game or equipment for one day

Disrespect to Counselor

Consequence: 1<sup>st</sup> time: warning

2<sup>nd</sup> time: report to the Director

Fighting

Consequence: 1<sup>st</sup> time: automatic dismissal from the activity

2<sup>nd</sup> time: written notice to parent or guardian and automatic suspension from the program for a minimum of one day

Stealing

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

2<sup>nd</sup> time: written notice to parent or guardian and automatic suspension from the program for a minimum of one day

- Repeated episodes of any of the above will be handled individually, keeping in mind that dismissal from the 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.



**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. 1<sup>st</sup> offense-verbal warning, 2<sup>nd</sup> offense-written warning, 3<sup>rd</sup> 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.