



BOYS & GIRLS CLUB
OF PAWTUCKET

Parent/Guardian Out of School Time Handbook

Welcome to the Boys & Girls Club of Pawtucket. You can trust that your child will be in good hands when they are at the Club. Our programs for Pre-Teens are fully licensed by the RI Department of Human Services, and our staff abide by DHS regulations. School year programs will include Full Day Childcare for members ages 5-12 and Before & After School Childcare for kindergarten, and a Club Academy for members in grades 6-12, Aquatics programming, and much more. All children who participate in Club programs receive nutritious meals daily, fun activities and interaction with professional and caring staff. Programs and activities range from educational to artistic, community service focused, and recreational.

General Club Information

Membership

Our Club is located at One Moeller Place, Pawtucket, RI 02860 and our main phone line is 401-722-8840, option 1. More information on our Club programs is available to you on our website at bgcpawt.org. A child **MUST** have a current membership to participate in any programs at the Boys & Girls Club of Pawtucket; the membership is good for 1 year and is an annual fee. ff 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 may be added to the calendar throughout the year):

- Monday, September 7, 2020: Labor Day
- Monday, October 12, 2020: Columbus Day
- Wednesday, November 11, 2020: Veterans Day
- Thursday, November 26 – Friday, November 27, 2020: Thanksgiving Break
- Winter Break: TBD (Pawtucket Public Schools are scheduled to be closed Thursday, December 24, 2020- Friday, January 1, 2021)
- Monday, January 18, 2021: Martin Luther King, Jr. Day
- Monday, May 31, 2021: Memorial Day

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

What to Bring & What to Wear:

1. A healthy snack.
2. Clothing that is easy to manage, including buttons and zippers. Please label all items with your child's name.
3. Jacket or a sweater
4. Comfortable shoes appropriate for play
5. Re-usable water bottle to fill during the day as needed

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

What Not to Bring:

1. Weapons of any kind are not allowed into the program.
2. Candy and other goodies, peanut and tree nut items: We do not recommend sending these items except on special occasions. If they are sent, prior arrangements must be made with the program staff.
3. Children may not bring cell phones, or games or toys from home, etc. to the Club. We are not responsible for any item that may be lost, broken or stolen.
4. Contraband materials are not allowed at the Boys & Girls Club of Pawtucket.

Drop-Off & Pick-Up Policy

Drop Off Procedures:

Upon enrollment, parents/guardians will need to drop off their child to the Club between the hours of 7am and 8:30am or at the beginning of the member's program day. When a family arrives at the Club, they will proceed to their designated drop off point associated with their child's center. There will be two drop-off points:

1. The Teen Center entry; parents/guardians need to park in the parking lot and walk their child up to the entrance of the Teen Center for a wellness check.

2. The Pre-Teen Center entry; parents/guardians can use the drive through circular drop off area to park their car and walk their child up to the Pre-Teen Center for a wellness check.

One parent/guardian will accompany their child to the appropriate entry door drop-off point, maintaining required social distancing utilizing the 6ft spacing marks on the sidewalk. Thank you for remaining in line and remaining patient, a Club staff member will meet you to complete the process.

The arriving children will first have a wellness check. All members are required to wear masks to the program. A staff member will take the child's temperature, taken with a non-contact thermometer. Staff will also observe their overall appearance for any signs of obvious malaise.

If a child has a temperature over 100°F they will not be allowed to enter the Club and will need to remain home from care until 24 hours from the end of said fever **without** the use of any fever reducing medications. In the event they are tested for COVID19 and it is positive, they will need to remain out of the Club for 14 days or until they receive a doctor's note clearing them to return to the Club.

The staff member will review a laminated health screening form with the parent/guardian or guardian who will verbally affirm that no one in the household is ill, is being quarantined, has travelled out of state, etc. (This form is provided by the department of health).

If anyone in their household has symptoms consistent with COVID, they will need to remain home from the Club for the same duration as outlined above.

A staff member will then certify the child is eligible to enter the building, and log the child's temperature, the name of the adult giving the health attestation, and the child's arrive time on an attendance form. Designed with appropriate columns – temp/parent or guardian name/arrival time

The staff member will then escort the child into the building, bring them to the restroom assigned to their pod to wash their hands, then bring the child to their classroom. The staff escort will be a staff member assigned as a floater in order to minimize contact.

At the conclusion of the drop off period, the Club membership secretary will contact the families of all absent children to find out if unscheduled absences are due to illness.

Pick-Up Procedures:

Dismissal begins 1 hour prior to the end of your member's program day, weather permitting, a pick up station will be set up outside of the Club at the same traffic cones used at child drop-off. In the case of inclement/poor weather, a staff member will be located in the foyer to monitor all dismissals.

The assigned staff will remain outside and will use the walkie-talkie to radio the classroom and full-time floater announcing the child's dismissal.

The assigned staff will have pick-up lists for each child available outside and will check IDs as needed. Non-parent pickups will be verified and a photo will be taken of the ID for the child's file. The child will be signed out by staff, including time of departure.

If a child requires a pick up prior to 4 pm, parents/guardians need to notify the main office at 401-722-8840 option 1, and the secretary/staff member will meet them at the car.

Parking Policy

All visitors to the Club must follow our parking rules for the safety of all Club members and guests. When a family arrives at the Club, they will park their cars in the designated parking lot or use the drive through circular drop off area for arrival and dismissal. Vehicles are prohibited from parking/stopping on the hill for arrival or dismissal. There will be two drop-off points, one located at the Teen Center entry and the other located at the Preteen Center entry. One parent/guardian will accompany their child to the appropriate entry door/drop-off point, maintaining required social distancing utilizing the 6ft spacing marks on the sidewalk. Failure to follow these guidelines may result in removal from the program. Thank you remaining in line and remaining patient, a Club staff member will meet you to complete the process.

Wellness Policy

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/guardian 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 reported promptly so that the Boys & Girls Club of Pawtucket may be alerted to early symptoms.

Due to the seriousness of the COVID-19 virus, this not only includes fevers but coughing, sneezing, wheezing, or any other undiagnosed respiratory illness. A child with a temperature of 100°F or higher, or displaying any signs of illness, will be sent home; an authorized pick-up person needs to be available within **30 minutes** of the phone call from the Club to pick up a child.

If a child has a temperature over 100°F, they will not be allowed to enter the Club and will need to remain home from care until 24 hours from the end of said fever **without** the use of any fever reducing medications. In the event they are tested for COVID-19 and it is positive, they will need to remain out of the Club for 14 days or until they receive a doctor's note clearing them to return to the Club.

Returning after illness:

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

1. Unidentified rashes: A child may return to the Club when the office has received a doctor's note stating that they are not contagious and may return to the Club.
2. Chicken Pox: All scabs must be gone before a child returns to the Club.
3. 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.
4. 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.
5. Symptoms of a COVID-19/cold: A child may return to the Club when the office has received a doctor's note stating that they have tested negative, are not contagious, in good health, and may return to the Club.

Routine Cleaning:

- The entire building will be cleaned and sanitized nightly per CDC guidelines.
- Additionally, bathrooms will be sanitized once mid-morning and once mid-afternoon.
- High touch surfaces in classrooms will likewise be cleaned hourly.
- High touch hotspots around the Club will be sanitized once mid-morning and once mid-afternoon.
- Staff will wipe down walkie-talkies with disinfectant wipes upon getting them from their charging base and prior to placing them on the charging base.

Pre-Teen Childcare Programs

Providing high quality programs and services for the youth and families of Pawtucket is our number one priority.

- If the Pawtucket School Department chooses to deliver in-school instruction, we have a specific directive on how we can deliver programming. These guidelines limit the number of members we can enroll.
- If the Pawtucket School Department chooses to deliver virtual instruction only this academic year, then the Club's enrollment will be open to all Pawtucket youth, regardless of their school affiliation. However, please note that we will continue to follow social distancing guidelines, with the use of pods and contact tracing. Therefore, our programming capacity will still be limited.
- **Program Option 1: Full Day Childcare**
 - Full Day Childcare programming will begin on Monday, August 31, 2020 and is scheduled to run until change in situation. Program hours are Monday-Friday 7:00

am – 5:30 pm. Meals will be served to all members who attend, including breakfast, lunch, and a snack. We will be offering pod style programs **for youth ages 5-12, in grades K-7**. This program is **only available for Pawtucket residents** and is subject to change at any given time.

- **Program Option 2: Kindergarten Before & After School Childcare**

- Kindergarten Before & After School Childcare programming is scheduled to begin on Monday, September 14, 2020 and is scheduled to run until change in situation. **This program is available for Kindergarteners enrolled in Nathanael Greene Elementary School and Potter Burns Elementary School.** Program hours are Monday-Friday 7:00 am–9:00 am for morning care and after school care will be held from 2:30 pm-5:30 pm. A nutritious meal will be served to all members who attend. All members will be able to utilize transportation to and from school through our Club transportation service. This program is **only available for Pawtucket residents** and is subject to change at any given time.

- **Program Option 3: After School Childcare**

- After School Childcare programming is scheduled to begin on Monday, September 14, 2020 and scheduled to run until change in situation. We will be offering pod style programs **for youth ages 5-12, in grades K-7**. Program hours are Monday-Friday 2:30 pm-5:30 pm. A nutritious meal will be served to all members who attend. Transportation will not be provided for this program. This program is **only available for Pawtucket residents** and is subject to change at any given time.

Enrollment & Withdrawal

Enrollment:

Participants must not have an outstanding balance, and provide payment for the first week of the program by the Thursday before they can be enrolled (DHS payment is an exception), and a non-refundable deposit is required for enrollment. Due to a limited number of enrollment spots available, members will need to commit to being enrolled in the program for the duration of the Pawtucket School calendar trimester; the calendar can be viewed using the link below.

- Pawtucket School Department 2020-2021 Calendar
 - <http://www.psdri.net/Portals/Pawtucket/District/docs/Calendars/2020-2021%20School%20Calendar%20FINAL%20Approved%20July%2023%202020.pdf?ver=2020-07-24-105007-077>

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. We reserve the right to remove a child if the parents/guardians do not cooperate with the Club's Program policies and procedures.
3. We reserve the right to remove a child if payments are not made when due. Please see our payment policies.
4. According to DHS 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.
5. We reserve the right to suspend a child if the parents/guardians do not cooperate with the Club's policies and procedures.
6. We reserve the right to suspend a child, and/or remove them from a program, after the THIRD occurrence of Late Pickup (after 5:30 p.m.).

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.

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 picked up after 5:30 p.m. We reserve the right to suspend your child from the Club, and/or remove them from the Pre-Teen Summer Program, after the THIRD occurrence of late pick-up.

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 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 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 DHS 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.

Outside Play:

Pods will have time to go outside each day if weather permits, though pods cannot be in the same outdoor space at the same time.

- Given the playground structures are very large, disinfecting the space in compliance with CDC guidelines would be very burdensome. Our initial operating procedures will not include using this playground. We will keep you informed if this changes.
- The designated grassed play area, fields and hard surface play areas will be scheduled to provide more controlled outdoor access for each pod.
- Pod staff and/or Club maintenance staff will clean any outside surfaces they have used prior to returning inside.

Orientation and Staffing Guidelines

All childcare staff are required to comply with the DHS 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 available upon request.

Tuition Policies & Procedures

Tuition Program Option 1: Full Day Childcare

The program weekly fee is on a sliding fee scale. The sliding scale is based on household income to determine weekly fees. Please see below for the three-tier pricing and requirements:

1. Find the number of people in your household.
2. If your combined household income is within the guidelines listed next to the number of people in your household your income qualifies you for the tier listed specified.

Household Size	Tier 1: \$130	Tier 2: \$150	Tier 3: \$190
2	\$31,893 or less	\$31,894 - \$40,181	\$40,182 or higher
3	\$40,181 or less	\$40,182 - \$48,469	\$48,470 or higher
4	\$48,469 or less	\$48,470 - \$56,757	\$56,758 or higher
5	\$56,758 or less	\$56,758 - \$65,045	\$65,046 or higher

Income guidelines are based on CACFP Meal Benefit Income Eligibility.

*If you are currently receiving SNAP benefits, you qualify for the \$130 weekly fee. In order to receive this rate you must submit your SNAP benefit letter.

**PLEASE FAX OR EMAIL THE FOLLOWING DOCUMENTS TO:
 FAX – 401-727-4733 OR EMAIL – LMCKENNA@BGCPAWT.ORG**

- **YOUR 2019 FEDERAL INCOME TAX RETURN (FIRST 3 PAGES)**

Tuition Program Option 2: Kindergarten Before & After School Childcare

\$130 weekly fee covering the cost of your enrollment in our Before & After School program

A non-refundable deposit is required to register for programs and all members are required to have a membership with the Boys & Girls Club of Pawtucket.

Tuition Program Option 3: After School Childcare

\$100 weekly fee covering the cost of your enrollment in our Before & After School program

Tuition Policies Continued:

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

Participants must not have an outstanding balance, and provide payment for the first week of the program by the Thursday before their scheduled enrollment start date (DHS payment is an exception), and a non-refundable deposit is required for enrollment. Due to a limited number of enrollment spots available, members will need to commit to being enrolled in the program for the duration of the Pawtucket School calendar trimester

Payment Methods:

All families should be using our auto bill system for weekly payments. In extenuating circumstances, a staff member can assist you with a payment using a credit card over the phone if needed.

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 program, it is required that you notify the Club in writing 2 weeks in advance. *Due to limited enrollment spots available, members are not allowed to be absent more than 2 days from the program; consistent attendance allows us to have proper contact tracing. All deposits are non-refundable. Thank you for your cooperation in regards to this policy.*

Non-Sufficient Funds (NSF) Check Charge:

For the first NSF check: A \$20.00 charge will be added to your bill. This \$20.00 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.

Contact Information

Shirley Marrero, Pre-Teen Director
401-722-8840 x 827
smarrero@bgcpawt.org

Sheila DosSantos, Pre-Teen Coordinator
401-722-8840 x 817
sdossantos@bgcpawt.org

Programming for members in grades 6-12 will be in the form of our Club Academy. Club Academy is designed to complement the school day by giving members academic support and enrichment activities. During the day, teens will receive academic support from a certified school teacher. Club Academy members will also be able to enjoy a healthy meal and wrap around services to assist with their growth throughout the school year. We are still in the planning phase of this program, but as soon as we have more information, we will be communicating that out to all of you.

Program Details

Program hours are Monday-Friday from 9:30 am-1:30 pm. Club Academy members will be placed in stable pods and will participate in fun activities with their peers; please see our list of activities below.

Activities Offered:

1. Safe space for distance learning
2. Tutoring
3. Academic Enrichment
4. Recreational Activities and Outdoor Play

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 picked up after 1:30 p.m. We reserve the right to suspend your child from the Club, and/or remove them from the Teen Summer Program, after the THIRD occurrence of late pick-up.

Tuition Policies & Procedures

Tuition: Club Academy

\$100 per weekly per child

A non-refundable deposit is required to register for programs and all members are required to have a membership with the Boys & Girls Club of Pawtucket.

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

Payment Methods:

All families should pay for this program using our online payment system. In extenuating circumstances, a staff member can assist you with a payment using a credit card over the phone if needed.

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 Academy Program, it is required that you notify the Club in writing 2 weeks in advance. *Due to limited enrollment spots available, members are not allowed to be absent more than 2 days from the program; consistent attendance allows us to have proper contact tracing. All deposits are non-refundable. Thank you for your cooperation in regards to this policy.*

Non-Sufficient Funds (NSF) Check Charge:

For the first NSF check: A \$20.00 charge will be added to your bill. This \$20.00 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.

Contact Information

Jayar Santos, Teen Director
401-722-8840 x 832
jsantos@bgcpawt.org

Monique Fernandes, Teen
Program Coordinator
401-722-8840 x 831
mfernandes@bgcpawt.org