



**BOYS & GIRLS CLUB**  
OF PAWTUCKET

## **Parent/Guardian Out of School Time Handbook** **Updated March 1, 2021**

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 Before & After School Childcare and Full Day Childcare for members in grades K-5, after school programs for members in grades 6-12, aquatics/athletic programming, and much more. All children who participate in Club after school programs receive nutritious meals daily, fun activities, and interaction with professional and caring staff. Programs and activities range from educational to artistic, community service, and recreational.

### **General Club Information**

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#### **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](http://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 has an annual fee of \$40 for residents of Pawtucket and Central Falls, and \$60 for all other cities.

#### **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
6. CDC approved face mask

*\*\*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, or 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 7:30am 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.

- 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 drop off and 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. It is recommended that all members 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 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.

The staff member will conduct a health screening with the parent/guardian who will 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). Question are to be completed daily using the LiveSafe application. If anyone in their household has symptoms consistent with COVID-19, 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 name of the adult giving the health attestation, and the child's arrival time on an attendance form. 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 escort will be a staff member assigned as a floater in order to minimize points of contact.

At the conclusion of the drop off period, a staff member 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 and will check IDs as needed. The child will be signed out by a staff member, 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.

### **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, entry will not be permitted if a person is displaying any symptoms; 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 the 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, or have completed the required amount of qua

*Routine Cleaning:*

- The entire building will be cleaned and sanitized nightly per CDC guidelines.
- Additionally, restrooms will be sanitized once mid-morning and once mid-afternoon.
- High touch/hot spot 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 members will clean walkie-talkies upon getting them from their charging base and prior to placing them on the charging base.

## **Pre-Teen Childcare Programs**

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

**Before & After School program:**

- Program Hours: Monday-Friday 7:00am-start of the school day & 2:30pm-5:30pm
- Transportation will be provided to and from school using stable bus pods
- Program Fees: **\$130 weekly**, covering the cost of both AM/PM programming
  - All families will be registered for both AM and PM services due to the nature of transporting members to and from school in stable groups
  - Scholarships are available for those who qualify
  - DHS accepted

- A nutritious meal will be served to all members during the afternoon program
- Please note this program is open to students in all schools except Flora S. Curtis Elementary at this time

**After School Drop-In program:**

- Program Hours: Monday-Friday 2:30pm-5:30pm
- Transportation will **NOT** be provided
- Program Fees: **\$100 weekly**, covering the cost of PM programming
  - Scholarships are available for those who qualify
  - DHS accepted
- A nutritious meal will be served to all members during the afternoon program
- Flora S. Curtis Elementary school students are welcome to attend this program

**Enrollment & Withdrawal**

*Enrollment:*

Participants must have a \$0 balance, and provide payment for the first week of the program by the Thursday before the week they are enrolled (DHS payment is an exception.) 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://pta930.org/updated-20-21-pawtucket-school-calendar/>

*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 5:30pm).

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 members 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 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/or other safety building evacuations 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 the playground. We will keep you informed if this changes.
- The designated grass 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: Before & After School Childcare Program***

\$130 weekly fee covering the cost of your enrollment in our Before & After School program. Scholarships are available for those who qualify.

***Tuition: After School Drop-In Program***

\$100 weekly fee covering the cost of your enrollment in our After School program. Scholarships are available for those who qualify.

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 have a \$0 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

***Tuition: Full Day Childcare Programs***

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.

<b>Household Size</b>	<b>Tier 1: \$130</b>	<b>Tier 2: \$150</b>	<b>Tier 3: \$190</b>
<b>2</b>	\$31,893 or less	\$31,894 - \$40,181	\$40,182 or higher
<b>3</b>	\$40,181 or less	\$40,182 - \$48,469	\$48,470 or higher
<b>4</b>	\$48,469 or less	\$48,470 - \$56,757	\$56,758 or higher
<b>5</b>	\$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](mailto:LMCKENNA@BGCPAWT.ORG)**

- **YOUR 2020/2019 FEDERAL INCOME TAX RETURN (FIRST 3 PAGES)**

*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- Director of Pre-Teen Programs  
401-722-8840 x 827  
[smarrero@bgcpawt.org](mailto:smarrero@bgcpawt.org)

Sheila DosSantos- Pre-Teen Coordinator  
401-722-8840 x 817  
[sdossantos@bgcpawt.org](mailto:sdossantos@bgcpawt.org)

## **Middle School & High School Programs**

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Teen Center programming for members in grades 6-12 will be in the form of after school program activities. During the day, members will receive academic support, hands on learning, a healthy meal, and wrap around services to assist with their growth throughout the school year. Program hours are Monday-Friday from 2:30pm-7:30pm. Teen Center members will be placed in stable pods and will participate in fun activities with their peers.

### **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 7:30pm. We reserve the right to suspend your child from the Club, and/or remove them from the Teen program, after the THIRD occurrence of late pick-up.

### **Tuition Policies & Procedures**

#### ***Tuition: Club Academy***

\$40 annually for residents of Pawtucket and Central Falls

\$60 annually for all other cities

Scholarships are available for those who qualify. 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**

The Club Teen Center  
401-722-8840 x829

