



**BOYS & GIRLS CLUB**  
OF PAWTUCKET

## Parent Handbook: Teen Summer Program

Updated May 2021

Thank you for choosing the Boys & Girls Club of Pawtucket! You can trust that your child will be in good hands here at the Club. All members who participate in Club programs are provided with nutritious meals, fun activities, and interaction with professional and caring staff. Programs and activities range from educational to artistic, to community service focused, to recreational.

### Membership

A child **MUST** have a current membership to participate in any programs at the Boys & Girls Club of Pawtucket; the membership is an annual fee.

### Program Overview

*Hours of Operation:* Monday-Friday 11:00 am - 4:30 pm (transportation is not provided)

*Youth Ages:* 13-18

#### *Program Outline:*

*Members will be assigned to a pod based on their interests. Please see below for pod descriptions. Also, note that pods are first come, first serve and due to current restrictions put in place members cannot switch pods during the summer. Members will also be able to go on field trips during the summer.*

#### **Pods are listed below:**

**Fitness:** Enrichment activities will focus on fitness, and wellness. We will be engaging in a variety of physical activities both inside the Club and outdoors as well as virtual wellness sessions. Each session will incorporate meditative and fun activities that will expand your mind and release stress, such as yoga and dance.

**Sports:** Members will be participating in a number of gym and physical game activities such as basketball, dodgeball, soccer, baseball, football, and many more. Please come dressed in proper attire, with an open mind, and ready to have fun.

**Sports II:** Members will be participating in a number of gym and physical game activities such as basketball, dodgeball, soccer, baseball, football, and many more. Please come dressed in proper attire, with an open mind, and ready to have fun.

**Dance, Music, Art:** Members will learn about the history/development of art, music, and dance. Classes will also include choreography and musicality as we start to practice for our performance. We will also be looking at our city and surrounding communities through art different lenses while exploring several aspects of expression and creativity. In the final two weeks, we will focus on art projects and executing a final performance for other members to enjoy.

**STREAM & Gardening:** Members will be able to expand their minds by digging into the subjects of Science, Technology, Reading, Engineering, Art, and Math through various projects and challenges. We will also flex our green thumbs by caring for the Club garden and learn how to lead healthy lifestyles through food growth.

## **Tuition Policies & Procedures**

### *Tuition:*

\$60/summer for each member

Upon enrollment, your balance must be paid in full. **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.

### *Responsible Parent/Guardian:*

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

### *Absence from the Program:*

If your member is going to be absent from the Summer Program, it is required that you notify the Club in writing 2 weeks in advance. *Due to limited enrollment spots available, members will not be allowed to have more than two absences.*

### *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.

## **Enrollment & Withdrawal**

If at any time we have concerns about a member, the parent/guardian will be asked to attend a conference. Parents/Guardians may ask for a conference with Club staff at any time.

### *Enrollment:*

Program hours of operation will be Monday-Friday, 11am - 4:30pm. Participants in the Summer Program must not have an outstanding balance, and provide payment in full prior to the program start date. *Due to a limited number of enrollment spots available, members will not be allowed to have more than two absences.*

### *Withdrawal/Disenrollment from Program:*

1. The person who enrolls the member 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 member if the member and/or parents/guardians do not cooperate with the Club's Program policies and procedures.
3. We reserve the right to suspend a member if the parents/guardians do not cooperate with the Club's policies and procedures.
4. We reserve the right to remove a member if payments are not made when due. Please see our payment policies.
5. We reserve the right to suspend a member, and/or remove them from program, after the THIRD occurrence of Late Pickup (after 4:30 pm).

## **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 member who is picked up after 4:30 pm. We reserve the right to suspend 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 member'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 member 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 member 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 take your child to the nearest hospital, 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 member 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 members who are ill. We do not administer any medications. However, if your member 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 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 a member will need to be picked up from the program promptly if displaying any signs of COVID-19 symptoms. This includes but is not limited to fevers, coughing, runny nose, shortness of breath, or any other undiagnosed respiratory illness. A member with a temperature of 100°F or higher, or displaying any signs of illness during program hours 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 member.

If a member has a temperature over 100°F, they will not be allowed to enter the Club, and will need to remain home until **24 hours** from the end of said fever **without** the use of any fever reducing medications, and show proof of a negative test. 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 member 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 member returns to the Club.
3. Head Lice: After treatment, a member may return but will be checked by the Director or authorized personnel. During this head check, the parent/guardian may remain with their member. A member must be lice/nit free to remain at the Club.
4. Pink Eye: After treatment, a member 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 member 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 the Center for Disease Control (CDC) guidelines.
- Restrooms will be sanitized two times daily mid-morning and mid-afternoon.
- High touch surfaces in classrooms will be cleaned hourly.
- High touch hotspots around the Club will be sanitized daily mid-morning and once mid-afternoon.
- Staff will clean walkie-talkies with disinfectant upon receipt from their charging base and prior to placing them on the charging base before exiting the building.

*Outside Play:*

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

- 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.

## **Drop-Off & Pick-Up Policy**

*Drop Off Procedures:*

When a family arrives at the Club, all vehicles need to be parked in the designated parking lot. All visitors to the Club will need to maintain required social distancing utilizing the 6ft spacing marks on the sidewalk prior to entry. Thank you for remaining in line and remaining patient.

Arriving members will first have a wellness check. A staff member will take the members temperature with a non-contact thermometer. Staff will also observe their overall appearance for any signs of obvious malaise.

If a member has a temperature over 100°F, they will not be allowed to enter the Club, will need to remain home until **24 hours** from the end of said fever **without** the use of any fever reducing medications, and show proof of a negative test. 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 will review each health attestation with the parent/guardian and member and 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 RI Department of Health; RIDOH). Our Club also uses the mobile application **LiveSafe** to complete a daily wellness check questionnaire for all visitors to the building. It is required that all members use LiveSafe prior to entry. If the answer to any question on the daily health questionnaire is "Yes", a member will need to remain out of the Club for a period of time up to 14 days. 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 member is eligible to enter the building, and log the member as present. The staff member will then escort the member into the building bring them to wash their hands, and then bring the member to their classroom. The staff escort will be a full-time staff member assigned as the floater to that pod in order to minimize contact. At the conclusion of the drop off period, the Club membership secretary will contact the families of all absent members to find out if unscheduled absences are due to illness.

*Pick-Up Procedures:*

The Teen Summer Program closes at 4:30 pm daily. Staff members will contact classrooms and full-time floater to announce which member is being dismissed. All visitors to the Club will need to maintain required social distancing utilizing the 6ft spacing markers on the sidewalk while waiting for their member to be dismissed.

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

**What to Bring / What Not to Bring / What to Wear**

*What to Bring & What to Wear:*

1. A healthy snack.
2. Jacket or a sweater
3. Comfortable clothes and shoes appropriate for activities

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

*What Not to Bring:*

1. 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.
2. Weapons of any kind are not allowed into the program.

3. Members may not bring 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.

**Orientation and Staffing Guidelines**

All Club staff members are required to comply with the Department of Human Services (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.

**Additional Club Program Details**

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

- Monday, July 5, 2021- In observance of Independence Day

**Contact Information**

Boys & Girls Club of Pawtucket  
401-722-8840, Option 1  
[www.bgcpawt.org](http://www.bgcpawt.org)