



## Parent/Guardian Out of School Time Handbook Updated July 2022

Welcome to the Boys & Girls Club of Pawtucket. You can trust that your child will be in good hands when they are at our 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 for school age youth ages 5-12, and after school programs for members in ages 13-18/seniors in high school will be hosted in our Teen Center. We also offer 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, artistic, community service, career preparation 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. Families are welcome to visit our website at [bcpawt.org](http://bcpawt.org) for more information on all Club programs. 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 \$45 for residents of Pawtucket and Central Falls, and \$65 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):

- Labor Day Monday, September 5, 2022
- Columbus Day Monday, October 10, 2022
- Veterans Day Friday, November 11, 2022
- Thanksgiving Break Wednesday, November 23 – Friday, November 25, 2022
- Winter Break:
  - TBD- Pawtucket Public Schools are scheduled to be closed Friday, December 23, 2022-  
Monday, January 2, 2023
- Martin Luther King, Jr. Day Monday, January 16, 2023
- Memorial Day Monday May 29, 2023
- Juneteenth Monday June 19, 2023



## **BOYS & GIRLS CLUB OF PAWTUCKET**

Other:

- The Club will also offer full day childcare programs during vacation weeks in February and April for a weekly fee.
  - February Vacation Week- 2/20/23-2/24/23
  - April Vacation Week- 4/10/23-4/14/23
- Report cards will be collected from all members of the Boys & Girls Club of Pawtucket; information will be used for data purposes only.

### **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 (masks are optional to be worn by members until a change in guidance)

*\*\*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 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.



### **Parking Policy (updated 7/2022)**

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. Vehicles are prohibited from parking/stopping on the hill. There are 2 Club entrances, one located at the Pre-Teen Center and the other located at the bottom of the hill at our Teen Center. Parents/Guardians should accompany their child to the appropriate entry door. Failure to follow these guidelines may result in removal from the program. Thank you for abiding by our Parking Policy and for doing your part to keep all Club members safe.

### **Technology Rules & Regulations**

Technology is used in the classroom to extend learning and to integrate and enrich curriculum. Members will have opportunity to access and build skills using many forms of technology such as tablets, computers, and virtual reality systems. Screen time is also used as a resource in the Club but on a limited basis. The terms of use are defined below.

Screen time includes:

- TV, videos, You Tube, digital media, video games, mobile media, cell phones, internet, and tablets. Screen time is not for passive use or to replace:
  - Active play
  - Engagement with other children
  - Interaction with adults

Members agree to:

- Obtain permission from a staff member to use any Club device or technology related system
- Use all devices appropriately
- Respect all devices and treat them with care
- Keep personal technology such as cell phones at home; should a member need to make a phone call they will need to notify their counselor

All members must use technology in an appropriate manner during designated times or they will risk loss of use of technology privileges.

I acknowledge and agree that I have read and understand the Boys & Girls Club of Pawtucket Club Member Technology Rules & Regulations and agree that my child will abide by the Club Member Technology Rules & Regulations, including, but not limited to all rules and guidelines relating to use of the internet. I understand that while at the Club, my child may have access to the internet and that while precautions are taken, it is possible my child may access inappropriate sites. The Boys & Girls Club of Pawtucket has rules and consequences for such behavior; however, it will not be responsible for the consequences of such access. I also understand that bringing cell phones and other electronic devices to the Club are discouraged, and the device may be taken away if my child abuses its use. I further understand that the Club and its personnel are not responsible for lost or stolen property.

I grant permission for my child to participate in the Club's technology based programs, including use of the internet. I agree, on behalf of my child and myself, to INDEMNIFY, DEFEND AND HOLD HARMLESS the Club and/or its personnel for any and all losses, claims, demands, liabilities, damages, or costs, including court cost and attorney's fees, which may arise out of my child's use of technology and/or the internet while at the Club or participating in a Club event or program.

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

#### *Drop Off Procedures:*

Upon arrival, parents/guardians may drop off their child starting at 6:30am or at the start 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 will use the Pre-Teen Center door for drop off and a wellness check.

Arriving children will start their day with a wellness check. Members have the option to wear masks while at the program (this may be subject to change depending on guidance from the Rhode Island Department of Health). Staff will observe their overall appearance for any signs of obvious malaise to verify they are in good health prior to entering the building.

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 a member tests positive for COVID-19, they will need to remain out of the Club for **5 days** and may return on day 6 once symptoms are no longer presents or until they receive a doctor's note clearing them to return to the Club. A staff member will then certify the child is eligible to enter the building.

#### *Pick-Up Procedures:*

Dismissal begins 1 hour prior to the end of your member's program day. All pick up persons will need to use the doorbell for dismissal and have a valid form of ID available for review by a staff member. The assigned staff will have pick-up lists for each child and will check IDs as needed. Each member will need to be signed out of the program by an authorized pick-up person each day.

\*If a child requires a pick up prior to 5pm, 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 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 all medications must be in their original container, including prescription label(s), before they can bring the medication to the Club. All medications will be stored in a secured location.

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 a member tests positive for COVID-19, they will need to remain out of the Club for **5 days** and may return on day 6 once symptoms are no longer presents 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.
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 quarantine time.
6. COVID-19 Positive: remain out of the Club for **5 days** and may return on day 6 once symptoms are no longer presents or until they receive a doctor's note clearing them to return to the Club.

#### *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 Center Childcare & Drop In Programs

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Providing high quality programs and services for the youth and families of Pawtucket is our number one priority. Pre-Teen programs include activities covering our four core areas of Academic Success, Healthy Lifestyles, Character & Citizenship, and a love for the Arts. Members of this program must be between the ages of 5 and 12 and enrolled in elementary school starting at Kindergarten.

### Before & After School program:

- Program Hours:
  - Before Care/AM Care Monday-Friday 6:30am-start of the school day
  - Afterschool Care/PM Care Monday- Friday 2:30pm-6:30pm
- Transportation is available to and from Pawtucket Public schools (children must be registered for this service and it includes a weekly fee)
- Program Fees:
  - AM Care
    - Grade K- \$55
    - Grades 1 & up- \$50
  - PM Care
    - Grade K- \$105
    - Grades 1 & up- \$100
  - AM/PM Care
    - Grade K- \$155
    - Grades 1 & up- \$145
  - DHS subsidies are also accepted
- A nutritious meal will be served to all members during the afternoon program hours

### After School Drop-In program:

- Program Hours: Monday-Friday 2:30pm-6:30pm
- Transportation is **NOT** provided
- Program Fees- Annual Club Membership
  - Residents of Pawtucket & Central Falls- \$45
  - Residents of all of the cities- \$65
- A nutritious meal will be served to all members during the afternoon program hours

## Enrollment & Withdrawal

### *Enrollment:*

Participants must have a \$0 balance, and provide payment for the first week of the program by the Friday 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 quarter; the calendar can be viewed using the link below.

- Pawtucket School Department 2022-2023 Calendar
  - [PSD 2022-2023 School Year 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, and/or remove them from a program, after the THIRD occurrence of Late Pickup (after 6:30pm).

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 6:30 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 or if late fees remain unpaid.

### **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 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.

- 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***

Weekly fee covering the cost of your enrollment in our Before, After, or Before & After School program.

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

The annual membership based on city of residence will cover the cost of your enrollment in our After School program.

Tuition is based on enrollment and not attendance. Unless the Club is notified, as stated 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 to register, and provide payment for the first week of the program by the Friday before their scheduled enrollment start date (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 quarter.

***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. *All deposits and memberships 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

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

Parent Copy

## **Teen Center: Middle School & High School Programs**

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The Teen Center will be open for members in grades 7-12, starting at age 13. 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.

### **Teen Center Drop-In program:**

- Program Hours: Monday-Friday 2:30pm-8:00pm
- Transportation is provided using bus stops throughout the city to and from the Club
- Program Fees- Annual Club Membership
  - Residents of Pawtucket & Central Falls- \$45
  - Residents of all of the cities- \$65
- A nutritious meal will be served to all members during the afternoon program hours

### **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 8:00pm. 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, or if late fees have not been paid.

### **Tuition Policies & Procedures**

#### *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. *All deposits and memberships 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**

Enrique Newman  
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Services  
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