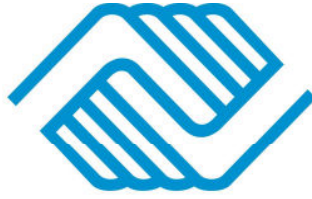


**BOYS & GIRLS CLUB  
OF PAWTUCKET**

# **Pre-Teen Center Parent/ Guardian Handbook 2024-2025**



**BOYS & GIRLS CLUB  
OF PAWTUCKET**

**Parent/Guardian Out of School Time Handbook  
Updated July 2024**

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 include Before School care & After School care for school age youth ages 5 (in Kindergarten)-12. We also offer care during school breaks, aquatics/athletic programming, and much more. All children who participate in Club after school programs will receive a nutritious meal daily, engage in fun activities, and interaction with professional and caring staff. Programs and activities range from educational, artistic, community service, career preparation, and recreational activities where youth can learn through play.

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This handbook includes information on our school year Out of School Time programs. All information enclosed may be updated and/or changed at any given time. See below for the list of content included.

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# BOYS & GIRLS CLUB OF PAWTUCKET

## YOUTH MEMBERSHIP

The Boys & Girls Club of Pawtucket Alfred Elson, Jr. Clubhouse is located at 1 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. Each child **MUST** have a **current membership** to participate in any program at the Boys & Girls Club of Pawtucket; the membership is good for 1 year and has an annual fee of:

- \$50 for residents of Pawtucket and Central Falls
- \$70 for residents of all other cities

## PROGRAMS

### Pre-Teen Center Out of School Time: Childcare & Drop-In Programs

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 or middle school starting at Kindergarten. A nutritious meal will be served to all members during the afternoon program hours. The table below contains the list of all available programs.

- Transportation may be available to and from school. Availability is based on our fleet capacity and youth enrollment numbers. Transportation spaces will be assigned on a first come first serve basis. Members must be registered for this service and it includes a weekly fee.
- Program Fees: All fees need to be paid on a weekly basis.
  - Private Pay: All fees are paid for by the Parent or Guardian
  - Child Care Assistance Program/Department of Human Services; CCAP/DHS: Fees are paid for by a third party subsidy. Families may have a co-payment associated with their CCAP/DHS account.

<b>Members Ages 5 (Kindergarten)</b>				
<b>Program</b>	<b>Fee</b>	<b>Days</b>	<b>Times</b>	<b>Transportation Available</b>
Before School Childcare (AM Only)	\$65	Monday-Friday	6:30-9:00am	Yes
After School Childcare (PM Only)	\$115	Monday-Friday	2:30-6:30pm	Yes
Before & After School Childcare (AM & PM)	\$175	Monday-Friday	2:30-6:30pm	Yes
<b>After School Drop-In Program</b>	<b>Unavailable</b>	<b>Unavailable</b>	<b>Unavailable</b>	<b>Unavailable</b>



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<b>Members Ages 6 (Grade 1)-12</b>				
<b>Program</b>	<b>Fee</b>	<b>Days</b>	<b>Times</b>	<b>Transportation Available</b>
Before School Childcare (AM Only)	\$60	Monday-Friday	6:30-9:00am	Yes
After School Childcare (PM Only)	\$110	Monday-Friday	2:30-6:30pm	Yes
Before & After School Childcare (AM & PM)	\$165	Monday-Friday	2:30-6:30pm	Yes
After School Drop-In Program	Annual Membership	Monday-Friday	2:30-6:30pm	No

**Late Pickup Policy**

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 picked up after 6:30pm for the Pre-Teen program. We reserve the right to suspend your member from the Club, and/or remove them from the program, after the THIRD occurrence of late pick-up or if late fees remain unpaid.

**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 member'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, peanut or tree nut items: We do not recommend sending these items except on special occasions. If they are sent, prior arrangements must be made with program leadership.
3. Members 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 of any kind are not allowed at the Boys & Girls Club of Pawtucket.



## BOYS & GIRLS CLUB OF PAWTUCKET

### TUITION POLICIES

#### **Tuition: Before & After School Childcare Program**

A Weekly fee covers the cost of your enrollment in our Before, After, or Before & After School program. All registrants will be set up for **auto-pay** upon registration. Failure to pay a balance on time will result in a delay of your member's start date.

- 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.
- **Absence from the Program:** If your member 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.*

#### **Responsible Parent/Guardian:**

The person responsible for paying the bill is the parent/guardian who enrolled the member in the program, is the primary on the account, and signed the enrollment form. Parents/Guardians are responsible for all communications with DHS regarding any questions about their benefits and eligibility. The Club can provide itemized billing statements upon request.

#### **Payment Due Dates:**

All payments are due by Friday for the following week. Before your member's first day of attendance, the fee for the first week must be paid in full (DHS payment is an exception). Participants must have a \$0 balance to register for any programs. 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 year.

#### **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 member 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 member will not be transported to the Club.

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

1. For the first NSF instance: 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 or credit card within one week of receiving the NSF check. If this amount is not paid, we will follow the Late Payment Fee policy.

2. For the second NSF instance: 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 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 policy.



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

3. After the third NSF instance: All bills must be paid with cash or credit card for the remainder of the school year.

### ***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.

### **Enrollment & Withdrawal**

- Enrollment in Club Programs
  1. All members must have a valid Club membership in order to participate in any programs.
  2. Participants must have a starting balance of \$0, and provide payment for the first week of the program by the Friday before the week they are enrolled (DHS payment is an exception).
  3. All registrants will be set up for **auto-pay** upon registration. Failure to pay a balance on time will result in a delay of your member's start date.
  4. 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 Department calendar year; the calendar can be viewed using the following link:
    - [Pawtucket School Year Calendar 2024-2025](#)
- *Withdrawal/Disenrollment from Club Programs:*
  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. Any member absent for two consecutive weeks without notification to the office, will be considered withdrawn. If you would like to withdraw your member, please notify the office as soon as possible to avoid extra charges.
  3. We reserve the right to remove a member if the member or parents/guardians do not cooperate with the Club's program 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. According to DHS regulations, the Boys & Girls Club of Pawtucket must adhere to a 1 to 12 ratio for Kindergarten, and a 1 to 13 adult-member ratio for all other members, and we take this responsibility seriously. If a member's behavior continually prevents that from occurring, or if a member demonstrates repeated aggressive behavior toward others, the parent/guardian will be requested to withdraw the member, and will be given one week to do so.
  6. We reserve the right to suspend a member, 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 member, the parent/guardian will be asked to attend a conference. Parents/Guardians may also ask for a conference with Club staff leadership at any time.



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

### **PROGRAM POLICIES**

#### **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, cars are required to park in the designated parking lots. Vehicles are prohibited from parking/stopping on the hill, or any other unauthorized areas. There are two Club building 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 member to the appropriate entry door. Failure to follow this policy may result in the following action including removal from the program.

- First Notification- Verbal warning
- Second Notification- Written warning
- Third Notification- 3-day suspension for youth member
- Final Notification- Removal from **ALL** Club programs

Thank you for abiding by our Parking Policy and for doing your part to keep all Club members safe.

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

##### *Drop Off Procedures:*

Upon arrival, parents/guardians may drop off their member 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 member's center.

- Pre-Teen Center entry: Parents/guardians will use the Pre-Teen Center door and sign their member into the program at the front desk.

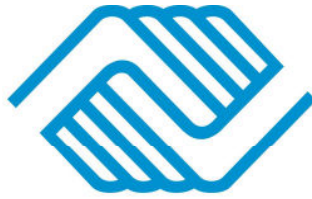
##### *Pick-Up Procedures:*

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 member and will check IDs as needed. Each member will need to be signed out of the program by an authorized pick-up person daily.

#### **Bus/Transportation Policy**

Transportation for members is associated with a weekly fee and is assigned on a first come first serve basis based on registration. Below are the bus policies that all members are required to follow.

1. Sit in your assigned seat and fasten your seatbelt once seated.
2. Remain seated with your seat belt fastened at all times until the bus comes to a complete stop at your destination. Keep your legs and arms inside the seat at all times.
3. Keep your head and hands inside the bus at all times.
4. All belongings must stay in the seat with you and in your backpack, nothing should be in the aisle of the bus.
5. Respect and be kind to others – No bullying allowed – it will not be tolerated! Keep your hands to yourself! Use polite language – no swearing.



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6. Use your inside voice – no yelling, please!
7. Eating or drinking is not allowed while on the bus.
8. Dispose of all garbage in the trash can. Do not leave anything on the bus.
9. Use the handrail at all times when going up and down the stairs.

The rules of the bus are for the safety of all riders. Multiple violations of these rules will result in the suspension of your riding privileges. Thank you - we look forward to a great school year!

**Technology Rules & Regulations:** This agreement will be signed off by Parents/Guardians upon registration.

Technology is used during activities 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, tablets, and other sources. Screen time is not for passive use or to replace:
  - Active play
  - Engagement with other children
  - Interaction with adults

Members agree to:

- Complete a Digital Literacy Training through the MyFuture.net site assigned for their age group. Parents/Guardians need to create an account for their youth members. Proof of training completion must be given to program leadership by the end of the first week of your member's enrollment in our program. Trainings will need to be completed in order to use digital technology at the Club.
  - Members Ages 6-9: [Being Kind and Safe Online](#)
  - Members Ages 10-12: [Digital Passport](#)
  - Members Ages 13-15: [Online Safety Basics](#)
  - Members Ages 16-18: [Online Safety - Hate Speech](#)
  - Members Ages 13+:
    - [Anti-Cyberbullying Pledge K-8th](#)
    - [Fact Check -Ages 13+](#)
    - [Pressure to Seem Attractive Online Ages 13+](#)
    - [Powerful Passwords -Ages 13+](#)
    - [Building Positive Relationships Online Ages 13+](#)
    - [Your Online and Offline Name -Ages 13+](#)
- 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





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

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 member 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 member may have access to the internet and that while precautions are taken, it is possible my member 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 member 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 member to participate in the Club's technology based programs, including use of the internet. I agree, on behalf of my member 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 member's use of technology and/or the internet while at the Club or participating in a Club event or program.

### **Academic Success: Report Card Collection**

Among the many services available during our after-school program, we provide a wide variety of homework help and academic support programs. In order for us to assess and monitor the academic needs of our members and provide appropriate tutoring and academic services, the Boys & Girls Club of Pawtucket would like to collect the report cards and NECAP scores for your child. Please alert us if you would not like to share this information. We will communicate in advance of each report card release to remind you of our intention.

### **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 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/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.



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

### **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/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 member to the closest hospital.

### **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.
5. Symptoms of a COVID-19/cold: Use precautions to prevent spread; including staying home and away from others. A member may return to the Club once they are in good health, or have completed the required amount of time out of the program.



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6. COVID-19 Positive: Remain out of the Club for **5 days** or until symptoms subside and any fever has been reduced without the use of fever reducing medications for 24 hours. Members may return on day 6 once symptoms are no longer present or if they receive a doctor's note clearing them to return to the Club.

### Club Cleanliness

- 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.

### Weather

IMPORTANT: During poor or unsafe weather, 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 if the member has been transported to the Club.

*Outside Play:* Our policy is that if your child is well enough to attend the Club, they are 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.

## CLOSURES

The Club will be closed for the following days– there will be no programming on these days (additional dates may be added to the calendar throughout the year). The **last day** for school year programs will be **Wednesday June 18, 2025**. See below for Club closure dates.:

- Labor Day Monday, September 2, 2024
- Columbus Day/Indigenous Peoples Day Monday, October 14, 2024
- Veterans Day Monday, November 11, 2024
- Club Closed for Special Event (**Am Only**) Wednesday, November 13, 2024
- Thanksgiving Break November 28 - 29, 2024
- Winter Break: December 23 - 27, 2024
  - Pawtucket Public Schools are scheduled to be closed Monday, December 23, 2024-Friday, January 3, 2025. The Club will also be closed this week.
    - *A notice will be sent to parents regarding the week of December 30<sup>th</sup> outlining when the Club will be open or closed during that week.*



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

- Martin Luther King, Jr. Day Monday, January 20, 2025
- Club Closed for Special Event Thursday, March 27, 2025
- Memorial Day Monday May 26, 2025
- Club Closed for Special Event Thursday June 12, 2025
- Juneteenth Thursday June 19, 2025

### **VACATION WEEK & FULL DAY PROGRAMS**

The Club will also offer care during school vacation weeks and select full day childcare programs. Vacation week programs are available during February and April vacation week for \$170/member. The Club will be open for Pre-Teens from 6:30am-6:30pm during school vacation weeks.

- February Vacation: 2/17/2025-2/21/2025
- April Vacation: 4/14/2025-4/18/2025

#### **Child & Club Safety 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 Policy & Procedures Manual is available upon request. The Policy & Procedures Manual includes the contents listed below.

#### ***POLICIES***

- Child Abuse Prevention
- Prohibition of Private One-on-One Interaction
- Technology Acceptable Use
- Supervision & Facilities (includes guidance on restroom usage)
- Transportation
- Screening and Onboarding
- Drug- and Alcohol-Free Workplace
- Incident Management
- Emergency Operations Plan

### **STAFF CONTACT INFORMATION: Pre-Teen Center Leadership**

Shirley Marrero Director of Pre-Teen Programs 401-722-8840 x 827 smarrero@bgcpawt.org	Sheila DosSantos Pre-Teen Program Manager 401-722-8840 x817 sdossantos@bgcpawt.org
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**BOYS & GIRLS CLUB  
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**SIGNATURE PAGE: PARENT/GUARDIAN HANDBOOK 2024-2025**

This page will need to be returned to program leadership in order for your member to attend any Pre-Teen Center programs. Parents/Guardians will need to initial next to each section acknowledging that they have received a Parent/Guardian Handbook and will abide by all policies included.

- \_\_\_\_\_ Youth Membership
- \_\_\_\_\_ Programs
- \_\_\_\_\_ Tuition Policies
- \_\_\_\_\_ Program Policies
- \_\_\_\_\_ Closures
- \_\_\_\_\_ Vacation Week & Full Day Programs
- \_\_\_\_\_ Contact Information

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Parent/Guardian Name Member Name(s)

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Parent/Guardian Signature Date