BOYS & GIRLS CLUB
OF PAWTUCKET

Jim Hoyt Teen Center Parent/Guardian Handbook

2026-2027

Parent Copy

BOYS & GIRLS CLUB
OF PAWTUCKET

Parent/Guardian Out of School Time Handbook: 2026-2027

The mission of the Boys & Girls Club of Pawtucket is to inspire and enable the young people of Pawtucket and surrounding communities, especially those with greatest need, to realize their full potential as healthy, productive, responsible and caring citizens.

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)- age 12, and afterschool programs for members ages 13-18/seniors in high school. Teen programs will be hosted in the Jim Hoyt Teen Center. 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 interact 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.

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.

SECTION	PAGE NUMBER
YOUTH MEMBERSHIP	03
TUITION POLICIES	03
CLOSURES	05
PROGRAMS	05
PROGRAM POLICIES	06
AMERICANS WITH DISABILITIES ACT (ADA)	14
SOCIAL EMOTIONAL WELLNESS	14
VACATION WEEKS/FULL DAY PROGRAMS	15
CONTACTS	15
ACKNOWLEDGEMENT PAGE	16

Parent Copy

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 www.bgcpawt.org for more information on all Club programs. Each child ***MUST*** have an ***active 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 as listed below:

Annual Membership:

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

TUITION POLICIES

Tuition: Before & After School Childcare 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.

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. All registrants will be set up for ***autopay*** upon registration. Failure to pay a balance on time will result in a delay of your member's start date or remove from the program. Due to the 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.

- Payment plans must be arranged before the members' first day at the program.

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

Parent Copy

BOYS & GIRLS CLUB
OF PAWTUCKET

Tuition: After School Drop-In Program
The annual membership based on city of residence, will cover the cost of your enrollment in our Teen Center After School program.

Enrollment & Withdrawal

- Enrollment in Club Programs
    1. All members must have an active/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 ***autopay*** upon registration. Failure to pay a balance on time will result in a delay of your members' start date.
    4. Due to the 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 Department Calendar 2026-2027

- 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 2 weeks notice in writing.
    2. Any member absent for two consecutive weeks without notification to the office will be in consideration for withdrawal from the program. If you would like to withdraw your member, please notify the office in writing 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. The Boys & Girls Club of Pawtucket adheres to a 1 to 15 adult to member ratio for all Teen 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 8:00pm.

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.

Parent Copy

BOYS & GIRLS CLUB
OF PAWTUCKET

CLOSURES

The Club will be closed on the following days. There will be no programming on these days (additional dates may be added to the calendar throughout the year). The ***first day*** of school year programs is ***Monday, August 31, 2026***. The ***last day*** of school year programs will be ***Thursday, June 17, 2027***.

See below for Club closure dates.:

• Labor Day	Monday, September 7, 2026
• Staff Training Day	Wednesday, September 9, 2026
• Staff Training Day	Friday, September 25, 2026
• Columbus Day/Indigenous Peoples Day	Monday, October 12, 2026
• Staff Training Day	Tuesday, November 3, 2026
• Veterans Day	Wednesday, November 11, 2026
• Morning/AM Program Only Closed	Wednesday, November 18, 2026
• Thanksgiving Break	November 26 - 27, 2026
• Staff Training Day	Thursday, December 17, 2026
• December Vacation Week:	December 24, 2026 – January 1, 2027
• Martin Luther King, Jr. Day	Monday, January 18, 2027
• Staff Training Day	Monday, February 15, 2027
• Club Closed for Special Event	Wednesday, March 17, 2027
• Staff Training Day	Wednesday, April 1, 2027
• Club Closed for Special Event	Wednesday, May 19, 2027
• Memorial Day	Monday, May 31, 2027

PROGRAMS

The Teen Center is open for youth members in grades 7 through 12, starting at age 13. During the program day, members will receive academic support, hands on learning, a healthy meal, and engage in activities to assist with their growth throughout the school year.

Teen Center Drop-In Programs:

- Program Hours: Monday through Friday from 2:30 to 8:00pm
  - All teens must enter the center no later than 7:00pm.
  - Teen members can sign themselves in and out of the program. Sign in/out must be completed at the Teen Center front desk.
  - Once a member is signed out/leaves the Teen Center Out of School Time program, re-entry is not permitted.
- Program Fees: Annual Club Membership
  - $50 for residents of Pawtucket and Central Falls
  - $70 for residents of all other cities
- A nutritious meal will be served to all members during the afternoon program hours.

Transportation to the Club may be available for teens. Transportation availability is based on our fleet capacity and youth enrollment numbers, and it will be assigned on a first come first serve basis. A Boys & Girls Club branded bus will pick up youth members at select bus stops throughout the cities of Pawtucket and Central Falls. Transportation may also be provided to take teens home at the end of the

Parent Copy

program day using select bus stops throughout both cities depending upon availability. Bus stops are listed in this handbook as well as on our website at www.bgcpawt.org.

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 8:00pm for the Teen program. We reserve the right to suspend a 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 members' name.
    a. Hoods are not permitted to be worn in the Teen Center.
    b. Crop tops or belly shirts are not permitted.
    c. Face coverings other than masks used for the protection from communicable disease are not permitted; examples include but are not limited to ski masks, bandanas, other.
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.
    a. This also includes toy weapons, water guns and/or replicas of any kind.
2. Peanut or tree nut items: We do not recommend sending these items. If they are sent, prior arrangements must be made with program leadership.
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 of any kind are not allowed at the Boys & Girls Club of Pawtucket.

PROGRAM POLICIES

Membership & Program Capacity Statement
At the **Boys & Girls Clubs of Pawtucket (BGCP)**, we are deeply committed to creating a welcoming, inclusive, and supportive environment where young people from all backgrounds can grow, learn, and thrive. We strive to be a partner for all youth and families in our community, and we believe in the potential of every child.

While we are deeply committed to inclusiveness and equity, our Club are designed to serve school-aged youth who can benefit from and participate **safely** in a **large-group, out-of-school-time setting**. We provide structured programs and experiences that support academic success, healthy lifestyles, leadership development, and positive social-emotional growth.

Parent Copy

BOYS & GIRLS CLUB
OF PAWTUCKET

I agree that my child and his/her parents/guardians will observe the Club's rules and policies, including rules and policies which may be changed or amended during my child's membership. The Boys & Girls Club of Pawtucket reserves the right to dismiss a member from the Club. Refunds will not be made due to dismissal. Club rules and policies include but are not limited to the list below; see our Parent/Guardian Handbook for additional information.

Code of Conduct and Club Rules

- Be respectful of fellow Club members and staff.
- Always keep hands and feet to yourself.
- Treat all Club property with respect and return items to their proper place after use.
- Always dress appropriately.
    - Shirts should cover the midriff/stomach area completely.
    - Sneakers may be required for certain program areas.
- Be an active participant in programs and activities.
- Be able to perform Activities of Daily Living (ADLs)
- Change your clothes in the locker rooms/restrooms ***ONLY***.
- Leave unessential personal items at home. The Club is not responsible for personal belongings including but not limited to:
    - Cell phones, earbuds, and headphones
    - Personal gaming devices
    - Clothing and sneakers
- Members must present an active ***Membership Card*** to gain entrance to the Club.
- Cell phone and other technology use are prohibited in restrooms/locker rooms and should never be used to record or capture images or audio of unwilling participants.

Club facilities and offsite programs are smoke, drug, alcohol, gambling, and weapon free environments.

Inclusivity & Our Scope of Services

While we work to include as many young people as possible, BGCP is **not a licensed therapeutic, clinical, or special education facility**, and we are not equipped to provide the same level of support or staffing as schools, specialized programs, or medical settings. There are some behaviors and needs that may exceed our capacity to safely and effectively support in a group-based environment.

All Members Must Be Able To:

- **Participate safely in a group setting**
- **Perform basic activities of daily living (ADLs)** independently. These include the ability to manage personal hygiene, dress appropriately, eat independently, use the restroom without assistance, and move safely within the program environment.
- **Communicate basic needs** to staff (verbally or nonverbally)
- **Engage appropriately in Club programs** without requiring continuous one-on-one supervision

Examples of Behaviors and Needs That May Exceed Our Capacity and Lead to Disenrollment in a Program Setting Include (but are not limited to):

Parent Copy

BOYS & GIRLS CLUB
OF PAWTUCKET

- **Frequent elopement** (leaving the program or designated areas without permission or supervision)
- **Ongoing physical aggression** toward peers, staff, or themself
- **Inappropriate or unsafe physical interactions**
- **Complex medical needs** requiring clinical oversight, ongoing intervention, or one-on-one medical support
- **Inability to remain safely and appropriately engaged in group-based activities**
- **Behaviors that pose a consistent or significant safety risk** to the member or others
- **Repeated incidents of not being able to follow the member code of conduct**

Discipline Procedures:

1. Staff will redirect the member to more appropriate behavior.
2. If inappropriate behavior continues, the member will be reminded of Club rules and behavior guidelines. The member will be asked to decide on action steps to correct their behavior.
3. If a child's behavior still does not meet expectations and is affecting the experience of other members, they will be given a short time-out period to reconsider their actions.
4. Members who have had multiple instances of inappropriate behavior will conference with staff and may result in suspension of Club activities.
5. If inappropriate behavior continues, as a final action step, the member may be dismissed from the Club. (Please note – Club fees are non-refundable if a member is sent home for disciplinary reasons).
6. The steps below will be followed when handling member disciplinary instances. Depending on the nature of the incident, the level of action can be altered at any time to include a verbal warning, written warning, suspension, or removal from the program.
    - First Notification- Verbal warning
    - Second Notification- Written warning
    - Third Notification- 3-day suspension for the youth member
    - Final Notification- Removal from **ALL** Club programs

Our Commitment

We are committed to working collaboratively with families, schools, and care providers to understand each youth's needs and determine if our setting is an appropriate fit. When we are not able to meet a child's needs safely and successfully within our program structure, we will work with caregivers to identify alternative options or support transitions to more appropriate services when possible.
Our ultimate goal is to support all members in a way that is **respectful, safe, and sets them up for success**. We appreciate families partnering with us in this shared effort.

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

Parent Copy

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- Suspension for the 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.

Arrival and Dismissal Policy

Teen Center Arrival

Teen Members can arrive to the Club starting at 2:30pm.

- Teens will use the Teen Center entrance near the Teen Center front desk.
    - All teens must enter the center no later than 7:00pm.
    - Teen members can sign themselves into the program.
    - Parents/Guardians are also welcome to drop off Teen Members to the center.
    - Sign in must be completed at the Teen Center front desk.

Teen Center Dismissal: All Teens must leave the Teen Center by 8:00pm

Teen members can leave the Teen Center in the following ways.

- Teens will use the Teen Center exit door located near the Teen Center front desk.
    - Teen members can sign themselves out of the program. Once a member is signed out/leaves the Teen Center, re-entry is not permitted.
- Parents/Guardians are also welcome to sign their Teen out of the program.
    - All pick-up people will need to use the Teen Center 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.
    - If there are any individuals that are not allowed to pick up your Teen, this information will need to be made known upon registration.
        - Please list the names of all individuals who are ***NOT*** allowed to pick up your child. A copy of legal documentation is required for court-related matters, including but not limited to, custody papers and/or restraining orders. These papers will be kept on file for all times during their validity.
    - Sign out must be completed at the Teen Center front desk.
- Teens may take the Club bus home at the close of the program day. Transportation availability may be limited and registration is required.

Parent Copy

BOYS & GIRLS CLUB
OF PAWTUCKET

Bus/Transportation Policy

Transportation for members 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.
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.

- First Notification- Verbal warning
- Second Notification- Written warning
- Third Notification- Suspension for the youth member
- Final Notification- Removal from **ALL** Club programs

Bus Stop Locations

Below is a list of our current bus stops that members can use to travel to and from the Club. All members must register for transportation to be added to the bus roster.

After School Bus Stops (To the Club)

1. Slater Middle School
2. Jenks Middle School
3. Goff Middle School
4. Central Falls/Jenks Park (Broad St.)

Evening Bus Stops (Leaving the Club)

1. Baldwin Elementary School
2. Central Falls/Jenks Park (Broad St.)
3. Curtis Elementary School
4. Curvin McCabe Elementary School
5. Galego Court
6. Goff Middle School
7. Jenks Middle School
8. Nathanael Greene Elementary school
9. Pawtucket Annex
10. Prospect Heights
11. Shea High School
12. Slater Middle School
13. Tolman High School
14. Winters Elementary School

Parent Copy

BOYS & GIRLS CLUB
OF PAWTUCKET

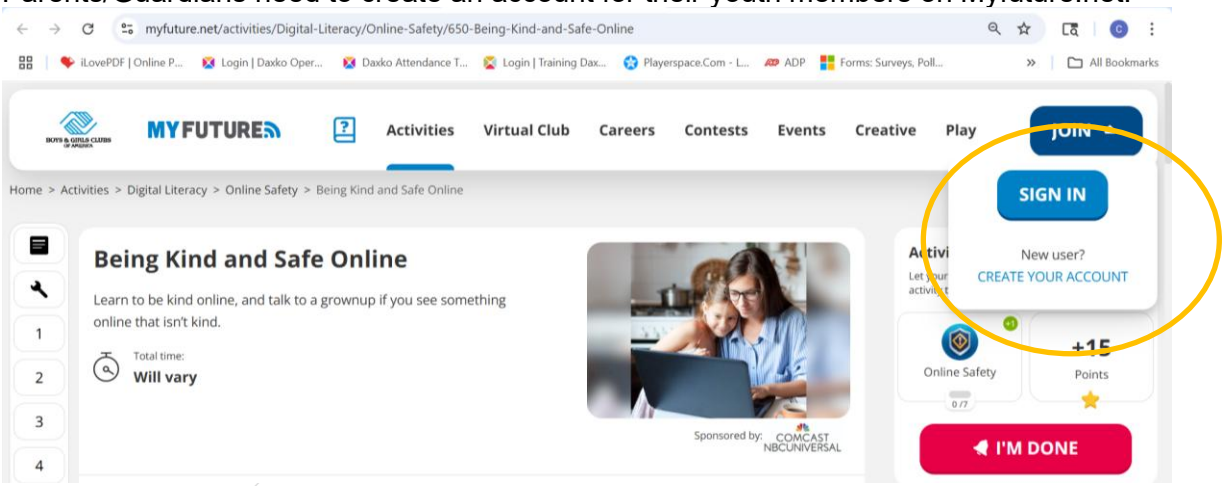
Technology Rules & Regulations: This agreement will be signed by Parents/Guardians upon registration.
Technology is used during activities to extend learning and to integrate and enrich curriculum. Members will have the opportunity to access and build skills using many forms of technology such as tablets, 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, YouTube, 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 annually through the MyFuture.net website. They will need to complete the training aligned with their age group.
- Parents/Guardians need to create an account for their youth members on Myfuture.net.



- Members will then complete the training associated with their age group.
- 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. Training will need to be completed in order to use digital technology at the Club. See below for training links for each age group.
    - 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
- 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 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 assistance, tutoring 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, and other benchmark assessment scores for your child. Please alert us in writing 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 secure 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 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 Teen 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.

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.

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.

AMERICANS WITH DISABILITIES ACT (ADA)

The Boys and Girls Club of Pawtucket ("Club") welcomes all children and is committed to act in a non-discriminatory manner and to make reasonable accommodations to provide equal opportunity and service to individuals with disabilities and other complex needs. It is the policy of the Club to comply with the Americans with Disabilities Act and other applicable federal, state, or local laws pertaining to the provision of services to children with disabilities. The Club will make reasonable accommodations to afford children with disabilities full and equal enjoyment of our programs and services in the most integrated setting appropriate to their needs unless the accommodation would pose an undue burden or a direct threat to the health or safety of others or would fundamentally alter the nature of the programs and services provided by the Club. The Club will make no assumptions concerning any individual's abilities or disabilities and will make an individual assessment to determine if the Club can meet each child's needs in our setting.

If you have any questions about whether the Club is the right fit for your child, please don't hesitate to reach out to our Club Social Worker. See below for contact information.

SOCIAL EMOTIONAL WELLNESS

Our Club is committed to supporting your child's overall well-being. We offer a variety of social emotional wellness resources and activities designed to help members develop important life skills, manage emotions, and build positive relationships. We have a Social Worker on staff who will engage with youth daily and lead enrichment activities with each grade level. See below for contact information.

Samantha Rao Licensed Clinical Social Woker 401-722-8840 x852 srao@bgcpawt.org

BOYS & GIRLS CLUB
OF PAWTUCKET

VACATION WEEK & FULL DAY PROGRAMS

The Club will also offer care during school vacation weeks and select full day care programs. Vacation week programs are available during February and April vacation week for youth members. The Club will be open for teens from 10:00am-6:00pm during school vacation weeks.

- February Vacation: 2/16/2027 - 2/19/2027
- April Vacation: 4/19/2027 - 4/23/2027

Child & Club Safety Guidelines
All childcare staff are required to comply with 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 Policy & Procedures Manual is available upon request or can be viewed using the link below. The Policy & Procedures Manual includes the contents listed below.

Policy & Procedure Manual: **BGC Pawtucket Policy & Procedure Manual 2026**
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: Jim Hoyt Teen Center Leadership

Lito Carvalho Director of Teen Programs 401-722-8840 x 832 lcarvalho@bgcpawt.org	Monique Fernandes Teen Program Manager 401-722-8840 x831 mfernandes@bgcpawt.org

BOYS & GIRLS CLUB
OF PAWTUCKET

TEEN MEMBER SIGNATURE PAGE: PARENT/GUARDIAN HANDBOOK 2026-2027

This page will need to be returned to program leadership for your member to attend any Teen Center programs. Teen members will be required to sign off that they have received and will abide by the Boys & Girls Club of Pawtucket Code of Conduct and Club Rules.

Code of Conduct & Club Rules

The Boys & Girls Club of Pawtucket would like every member to have a positive day. Members will be held accountable for their actions to ensure a safe and fun environment for all. I agree that my child and his/her parents/guardians will observe the Club's rules and policies, including rules and policies which may be changed or amended during my child's membership. The Boys & Girls Club of Pawtucket reserves the right to dismiss a member from the Club. Refunds will not be made due to dismissal. Club rules and policies include but are not limited to the list below; see our Parent/Guardian Handbook for additional information.

- Be respectful of fellow Club members and staff.
- Always keep hands and feet to yourself.
- Treat all Club property with respect and return items to their proper place after use.
- Always dress appropriately.
    - Shirts should cover the midriff/stomach area completely.
    - Sneakers may be required for certain program areas.
- Be an active participant in programs and activities.
- Change your clothes in the locker rooms/restrooms ***ONLY***.
- Leave unessential personal items at home. The Club is not responsible for personal belongings including but not limited to:
    - Cell phones, earbuds, and headphones
    - Personal gaming devices
    - Clothing and sneakers
- Members must present an active ***Membership Card*** to gain entrance to the Club.
- Cell phone and other technology use are prohibited in restrooms/locker rooms and should never be used to record or capture images or audio of unwilling participants.
- Club facilities and offsite programs are smoke, drug, alcohol, gambling, and weapon free environments.

Discipline Procedures:

1. Staff will redirect the member to more appropriate behavior.
2. If inappropriate behavior continues, the member will be reminded of Club rules and behavior guidelines. The member will be asked to decide on action steps to correct their behavior.
3. If a child's behavior still does not meet expectations and is affecting the experience of other members, they will be given a short time-out period to reconsider their actions.
4. Members who have had multiple instances of inappropriate behavior will conference with staff and may result in suspension of Club activities.
5. If inappropriate behavior continues, as a final action step, the member may be dismissed from the Club. (Please note – Club fees are non-refundable if a member is sent home for disciplinary reasons).
6. The steps below will be followed when handling member disciplinary instances. Depending on the nature of the incident, the level of action can be altered at any time to include a verbal warning, written warning, suspension, or removal from the program.
    - First Notification- Verbal warning
    - Second Notification- Written warning
    - Third Notification- Suspension for the youth member
    - Final Notification- Removal from **ALL** Club programs

Teen Member Name	Teen Member Signature	Date

Parent/Guardian Name	Parent/Guardian Signature	Date