



**BOYS & GIRLS CLUBS**

## **PARENT HANDBOOK**

### **AFTER SCHOOL EXTENSION PROGRAM 2018-2019 SCHOOL YEAR**

The Boys & Girls Club looks forward to another school year of providing a safe and nurturing environment for the children of Saugerties. Through creative programming, carried out by professional trained staff, we provide an atmosphere of learning and fun throughout the school year. The Boys & Girls Club After School Extension Programs operate under New York State Child Care Regulations. We ask that you review the following information to ensure that this is a successful experience for all. Any questions or concerns should be brought to the attention of the Unit Director at (914) 388-4020.

#### **Mission**

To inspire and enable all youth to lead better lives by providing positive opportunities to develop the qualities needed to become responsible citizens and adults.

#### **Philosophy**

The philosophy of the Boys & Girls Club-Saugerties Unit After School Extension Program is to provide a positive place for kids where they will receive caring assistance with homework, social skills development and participation in sports, recreation and leisure activities.

#### **Contact Information**

Extension Programs – Director’s Phone (914) 388-4020  
Riccardi Site Cell - (845) 706-2367  
Morse Site Cell - (845) 706-2368  
Saugerties Main Unit 845-246-7671

e-mail: saugertiesbgc@yahoo.com  
www.bgclubsulstercounty.org  
Fax (845) 246-7929

#### **PROGRAM COMPONENTS**

**Check-in, Attendance**

**Project Learn- (Homework Help), High yield-learning activities**

**Hand-washing, Daily snack provided**

**Triple Play: Group Game- Gym or Outside (weather permitting)**

**Weekly Programming Activity  
(Recreation, Arts and crafts, Smart moves)**

**Free Time, Clean-up  
PICK-UP @ 6pm Sharp**

\* Please keep in mind that we may have to change our daily schedule and/or adapt due to school activities and special events.

**We will always do our best to see that your child works on their homework.**

# Boys & Girls Clubs of Ulster County- Saugerties Unit Extension Programs

## PROGRAM INFORMATION

### Attendance

This is a full-time program Mon.-Fri. We expect that your child will be attending and we will look for them everyday. *If your child is absent from school, has left school early, or for any other reason will not be attending the afterschool program, you will need to contact us as soon as possible. **You must call the SITE cell phone number and leave a message. Further, if your child does not attend school then they cannot attend our program.***

### Project Learn

Project Learn reinforces and enhances the skills and knowledge young people learn at school during the hours they spend at the Extension Program. Through Project Learn, Boys & Girls Club staff create opportunities for these *high-yield learning activities*, which include leisure reading, writing activities, discussions with knowledgeable adults, helping others, homework help and tutoring and games like Scrabble that develop young people's cognitive skills. All youths enrolled in the after school Extension programs are expected to participate in a Project Learn activity. Stars are awarded daily for completed homework. Prizes are awarded for completing the monthly designated number of homework sessions.

### Handwashing

All children must wash their hands and quietly sit down at the designated table in order to receive their snack. **Those being patient will receive their snack first!**

### Snacks

We will provide a nutritious snack and juice, water or milk daily. Members will be responsible for clean up after themselves before moving on to the next activity.

### Recreation

We at the Boys & Girls Club believe in playing and having fun at the appropriate time. Activities include arts and crafts, sports, dance and winter fun.

### Dress

Because we like to take your kids outside please have your child dressed appropriately for outside play. This may mean packing additional clothing, hats, gloves etc, in a bag.

### Guidance & Discipline- A four step approach

On occasion, we may find it necessary to discipline your child. We utilize positive forms of behavior modification. Suggestions from the parents are also welcomed.

A 4-step disciplinary policy AFTER A WARNING:

- **STEP 1 5-10 minute timeout from activity**
- **STEP 2 Extended timeout from activity and/or suspension of daily activity**
- **STEP 3 A parent meeting with a clear behavioral contract.**
- **STEP 4 A call home and/or suspension from program for X number of days**

### Early Dismissal and Half-Days

On early dismissal days, childcare will be offered from the time of dismissal until 6:00 PM. The Boys & Girls Club will provide lunch on half-days. If your child has special dietary needs you may want to send a lunch with them on scheduled half-days. Program may be cancelled in case of severe weather, school evacuation or emergency in which case you will be contacted to pick up your child.

### Holidays and Vacations

We are **unable** to offer the extension programs on school holidays and vacations. **However, if your child is at least 6 years old they may attend the Main Unit on 45 Partition St., that site is normally open from 10-6pm during those no school days.** Call for more details or check the Saugerties Club Facebook page!

### Late Pick-up

*There is no late pick up.* In the event that your child is not picked up by 6:00 PM a fee of \$10.00 will be charged for each 15 minutes you are late. If your child is not picked up 30 minutes after scheduled program shut down the appropriate law enforcement agency will be notified and put in their custody. If late pick-up becomes a habit Child Protective Services may be notified.

# Boys & Girls Clubs of Ulster County- Saugerties Unit Extension Programs

## Program Withdrawal

If you wish to withdraw your child from the program for any reason, please submit a notice in writing. Please include the child's first and last name, last date of attendance, Parents first and last name and signature.

## PROGRAM POLICIES & FORMS

### Application

Your child will not be able to attend until the application is completely filled out. The demographic (personal) information will be used for statistical purposes that aid us in securing much needed funding.

### Health and Safety

**A child MAY NOT begin childcare until all current medical forms are received.** Parent/Guardians are responsible for submitting the required medical forms to the Boys & Girls Club. *We are a well-child site. If your child is ill we require you to come and get them!* The Boys & Girls Club is a mandated reporter of child abuse and maltreatment.

Any parent of a child who has a special health need such as allergies (including food-related), asthma (acute or severe), ADHD, dietary needs, or other conditions are required to fill out an individual health care plan for their child. Further, if the condition requires the administration of medication(s) a written medication consent form must be completed. No medications can be kept onsite or given without the proper paperwork. Further, any medications kept must be clearly marked in the original container and include written directions from physician for distribution. Over the counter medications can be given after completion of a verbal consent form. We prefer not to give medications unless absolutely necessary. Please make arrangements with the school nurse if possible. **CALL US IMMEDIATELY TO DISCUSS AND GET FORMS.**

### Release of Child

Your child will only be released to adults that are listed on the Release. Please remember to include yourself on this form. The person that has been authorized to pick up your child must show a picture ID. **All children must be signed out daily by an authorized adult.**

## So...When can my child start?

### Checklist

- I have read, understand, and retained the Parent Handbook
- I have contacted the Unit Director with any questions
- Program application/release form has been completed
- Rules/ consent section has been completed
- Official Medical information has been submitted.
- Transportation form has been completed (ALL students)
- Teacher Notification has been completed.
- All forms and payment have been sent to the:

Boys & Girls Club-Saugerties Unit  
P.O. Box 585  
Saugerties, NY 12477

**When all forms are received you will be contacted by the Unit Director or Program Extension Coordinator. At this time your child's start date will be determined.**

# Boys & Girls Clubs of Ulster County- Saugerties Unit Extension Programs

## Tuition Policies and Procedures

We strive to provide affordable childcare. Our fees break down to about \$2.50 per hour! Further assistance with monthly tuition may be available through your employer, youth-serving organizations, church groups, or the following agencies:

New York State Department of Social Services	334-5281
Coordinated Children's Services	334-5050
Child Care Council of Ulster County	331-7080
The Mental Health Association of Ulster County	339-9090

- Tuition is \$150.00/month for one child, \$125 for each additional child (ex: family of 2 children will pay \$275/month etc.)
- Payments are due by the below dates\*

## Payment Schedule \*

<i>September</i>	Due August 1, 2018	<i>February</i>	Due January 1, 2019
<i>October</i>	Due September 1, 2018	<i>March</i>	Due February 1, 2019
<i>November</i>	Due October 1, 2018	<i>April</i>	Due March 1, 2019
<i>December</i>	Due November 1, 2018	<i>May</i>	Due April 1, 2019
<i>January</i>	Due December 1, 2018	<i>June</i>	Due May 1, 2019

## PAYMENTS NOW ACCEPTED ONLINE! CREDIT CARD AND PAYPAL ONLY GO TO WWW.BGCLUBSULSTERCOUNTY.ORG

\*Please note that on-site staff are NOT allowed to take any payments

\*Please note that returned checks will incur a \$25.00 charge

\*Payments received after the above due date will be charged a late fee of \$10.

\*Failure to make monthly payment by the 15<sup>th</sup> of the prior month will result in removal of participant for the upcoming month. Participants will be placed on current site waiting list eligible for the next available opening.

Payments cover the UPCOMING MONTH and can be mailed to:

Boys & Girls Club-Saugerties Unit  
P.O. Box 585  
Saugerties, NY 12477

- Please make check out as demonstrated below in Blue or Black ink only:

Date <u>August 1, 2018</u>	
Pay to the order of <u>Saugerties Boys &amp; Girls Club</u>	<u>\$ 150.00</u>
<u>One Hundred Fifty</u> <u>00/100</u> Dollars	
Memo <u>Bobby – M- Sep</u>	

Memo Line guide- Childs Name and School and Month M – Morse or R - Riccardi



2018- 2019 After School Extension Program Application

Child's Name \_\_\_\_\_ Age \_\_\_\_\_ DOB \_\_\_\_\_ Gender \_\_\_\_\_ Race/ethnicity \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
Town/City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

School: \_\_\_\_\_  
Teacher: \_\_\_\_\_  
Grade: \_\_\_\_\_

Mother's Name \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Email \_\_\_\_\_

Father's Name \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contact (not-parent) \_\_\_\_\_ Phone # 1 \_\_\_\_\_ Phone # 2 \_\_\_\_\_

Please describe any special health needs, allergies or other conditions: (i.e.: bees, asthma, ADHD)

\_\_\_\_\_

Do the above conditions require us to give you child medication or special care?  
ADDITIONAL PAPERWORK WILL BE REQUIRED!

Release of Care

Please list the names of people that are authorized to pick up your child from our Program.  
Please remember to include *yourself* on this list.

All persons that will pick up your child must show a driver's license or other picture ID.

Name \_\_\_\_\_ Relation to child \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relation to child \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relation to child \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relation to child \_\_\_\_\_ Phone # \_\_\_\_\_

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Name \_\_\_\_\_ Relation to child \_\_\_\_\_ Phone # \_\_\_\_\_

# Boys & Girls Clubs of Ulster County- Saugerties Unit Extension Programs

## Household

**Note: Household information is collected for Grant Writing purposes ONLY**

Member lives with: (please check all that apply)  Mom  Step Mom  Dad  Step Dad  Grandparents  Other \_\_\_\_\_

Single Parent Household:  Yes  No Number in Household: \_\_\_\_\_ Annual Household Income Level: \_\_\_\_\_

## Program Rules

The Boys & Girls Club After School program...

- Follows the school rules. **SCHOOL RULES ARE IN AFFECT!**
- Will not be held responsible for lost, stolen, or damaged items. We ask that members leave their prized belongings at home. (IE: NO ipods, legos, sports equip. etc.)
- Will not allow any running inside other than in the gymnasium. Sneakers must be worn in the gym. School Play Ground rules are to be followed as well.
- Will not tolerate disrespectful behavior towards staff, other kids or property. Keep your hands to yourself!
- Will also not tolerate any name-calling, bullying or other violent behavior. Keep your hands to yourself!
- Will not tolerate inappropriate language or behavior.
- Provides caring and experienced staff. Kids must follow their directions and guidance without question.
- Wants to help your child achieve their educational goals and assist with their social development.
- Wants your child to have the best time possible!

I, \_\_\_\_\_, \_\_\_\_\_ have read, understand and  
Parent's Signature Date

explained the rules to my child and will do my best to support the Boys & Girls Club in providing a safe, fun and enjoyable school year.

## Consent

Please check those that apply:

- I give the Boys & Girls Club permission to approve, choose, and secure medical treatment if I cannot be reached in case of any emergency.
- I give permission for the Boys & Girls Club Staff to apply sunblock and topical ointments to my child as needed.
- I give permission for my child to be transported in the event of a field trip.
- I give permission for my child to be photographed for the sole purpose of promotional materials distributed by the Boys & Girls Club.

I have read and understood the above and acknowledge that the Boys & Girls Club reserves the right to terminate enrollment of any child based upon disciplinary difficulties or lack of payment.

\_\_\_\_\_  
Parents Name Printed

\_\_\_\_\_  
Parents Signature

\_\_\_\_\_  
Date



**BOYS & GIRLS CLUBS**

**Teacher Notification** (to be given directly to your child's teacher)

Date: \_\_\_\_\_

Dear Mr./Mrs. \_\_\_\_\_,

My child, \_\_\_\_\_, will begin the Boys & Girls Club

Afterschool Extension Program on \_\_\_\_\_. Please escort my child to  
the cafeteria until s/he is comfortable with the new routine.

**Sincerely,**

\_\_\_\_\_