BOYS & GIRLS CLUBS
OF TOWN OF WALLKILL INC.
Serving Northern Orange & Sullivan Counties

BE GREAT

PARENT HANDBOOK

2018 - 2019

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www.bgcorange.org

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Welcome to the Town of Wallkill Boys & Girls Club!

We are excited to have you join as a MEMBER of the Club! We look forward to a positive, fun experience with you as a Club member. As The Positive Place for Kids, our Club has expectations every member must follow to ensure a safe and enjoyable experience for all members. There may be other rules for specific programs or situations as needed.

Our Mission

To enable all young people, especially those who need us most,
to reach their full potential as productive, caring, responsible citizens.

What is the Boys & Girls Club?

The Town of Wallkill Boys & Girls Club (TOWBGC) is a nonprofit organization serving school-aged children in Northern Orange and Sullivan Counties. Founded in 1993, the agency provides before and after school programming as well as summer day camps to local youth. TOWBGC is a member in good standing with the Boys & Girls Club of America.

We offer tested, proven and nationally recognized programs in five Core Program Areas that closely align with the developmental needs of all young people:

- Character & Leadership Development
- Health & Life Skills
- The Arts
- Sports, Fitness & Recreation
- Education & Career Development

We also undertake specialized initiatives that cut across more than one program area and/or address the unique needs of special populations.

Our Goals

Our goal is to offer safe, fun and supervised care for all school-aged children. Our programs are designed to encourage Club members to realize a wide variety of positive outcomes. Our three priority outcome areas are:

Academic Success **Good Character & Citizenship** **Healthy Lifestyles**

Our youth development strategy is designed to build self-esteem and allow our youth to live full, satisfying and productive lives. It is important that all programs and activities promote these efforts to their fullest potential.

- A sense of **Belonging** – young people know when they are accepted because they feel welcomed.
- A sense of **Usefulness** – young people get a feeling of satisfaction when doing something of value for others.
- A sense of **Influence** – young people feel valued when their opinions are heard.
- A sense of **Competence** - young people feel proud and confident when they acquire new skills. They get a sense of pride when they accomplish a job well done.

Our Youth Development Staff

Our staff is carefully selected for their experience and interests. They are screened and trained to ensure the safest, highest quality programs for our members. All staff meet the standards set forth by the NYS Office of Children and Family Services (OCFS). All staff are fingerprinted and MUST be cleared by the NYS Statewide Central Register Clearance System. They all receive annual national criminal background checks, pursuant to Boys & Girls Clubs of America (BGCA) standards. All staff are monitored and evaluated on a monthly basis to ensure the safety of our Club members. All Program Sites have at least one staff member who is CPR and First Aid-certified on duty at all times.

LOCATIONS

Liberty Central School District

Liberty Elementary School – After School Program	Serving Grades K-4
Liberty Middle School – After School Program	Serving Grades 5-8

Monticello Central School District

Robert J. Kaiser Middle School – After School Program	Serving Grades 6-8
Monticello High School FACES – After School Program	Serving Grades 9-12

Pine Bush Central School District

Pine Bush Elementary School – Before & After School Program	Serving Grades K-8
*This Site also serves EJR Elementary & Crispell Middle Schools	
The Clubhouse at Circleville Park – Before & After School Program	Serving Grades K-8
*This Site serves Circleville Elementary/Middle & Pakanasink Elementary Schools	

Town of Fallsburg

Fallsburg Teen Center – After School Program/Drop In Center	Serving Ages 12-19

Registration

Registration is ongoing, based on the availability of openings in each program. TOWBGC makes no discrimination in admissions or determination of enrollment based on race, sex, religion, national origin, sexual preference or any other protected group.

At the time of registration, you will need to complete the following:

- A Club Member Membership Form
- A completed NYS Office of Children & Family Services (OCFS) Day Care Registration Form (Blue Card)
- A signed NYS Department of Health Child and Adult Care Food Program (CACFP) Form
    - ONLY required for Pine Bush Elementary, EJR Elementary & Crispell Middle – 1 form per family
- A signed Addendum to Club Membership Form for transportation
    - ONLY required for children attending the Clubhouse at Circleville Park
- An annual $75 Non-Refundable Registration Fee (Assessed each school year)
- For fee based programs, the first monthly installment is due at time of registration

All above paperwork MUST be completed and submitted BEFORE any child may attend ANY program.

Attendance Policy

Only registered members are allowed to attend program. If you have any questions about your child's membership status please contact our administrative office at (845) 342-8833 and they will assist you. Please note **NO** child may attend until **ALL** forms are completed and entered into our database.

Transportation – The Clubhouse at Circleville Park
Bus transportation is provided to Club members that attend Circleville Elementary School and Pakanasink Elementary School. They receive bus transportation TO Circleville Elementary School at the end of before school programming and FROM the Circleville Elementary School to the Clubhouse at the beginning of after school programming. All Club members MUST have a signed permission slip on file, with the school, and with us, to accommodate this transportation. Transportation is **NOT** available at any other Club sites.

Boys & Girls Club Staff are not allowed to transport members outside Club hours or scheduled activities. Only authorized staff are allowed to transport members in case of emergency. For field trips, the Club will provide chartered bus or van transportation. A parent/guardian MUST sign a permission slip before a child is allowed to attend a field trip.

Program Hours
Our programs follow the school district calendar in which they are located. All after school programs run from the end of the school day until 6:00pm. Start times may vary depending on location. All Club members must either be picked up by a parent/guardian by 6:00pm or board the late bus, if available in the child's school district. For locations where walking is an option, Club members must have parental permission in order to walk home from program. Parents/Guardian must give the program permission in writing so that it may be noted in their file.

Our before school programs begin at 6:30am and end at the start of the school day. Before school programs are available in the elementary schools in the Pine Bush Central School District. A parent/guardian must drop off all Club members before the children begin transitioning to the school day.

Pick Up/Drop Off Policy
To protect our Club members, only the people listed on your registration form will be authorized to pick up your child(ren) at the end of the day.

Authorized adults MUST present photo identification to the TOWBGC staff in order to sign-out a Club member. For all afternoon programs, please note you will be asked to physically sign-out your child(ren) each day.

For children enrolled in the Orange County before school programs an adult must physically sign-in a Club member each day.

The parent/guardian MUST notify the administrative office, via phone at (845) 342-8833, to add/remove additional authorized adults to the registration form BEFORE the new authorized adult is allowed to pick up the child(ren) from program. Paperwork will then be updated and program staff notified of the change.

If your child(ren) take a school district approved late bus home it is your responsibility to see that they are met at the bus stop location.

Late Pick Up Policy
While we understand that from time to time you may be late picking up your child please understand our program is designed to close at 6:00pm daily. Club members must be picked up promptly by the end of program. Please make sure you are familiar with your program's method and policy regarding pick-up time and location, as it varies by school. If parents/guardians are late picking up their child(ren) they will receive a reminder warning from the Program Leader. If you are late on more than 3 occasions, a late service fee of $25 (per child) will be added to your next bill and a $25 fee (per child) will be added for every subsequent occurrence.

Inclement Weather/Emergency Closure Policy
In the event of a school closing, early dismissal or cancellation of after school activities by the School District, Boys & Girls Clubs programs will also be closed or canceled. *

In the event of a two-hour delay, before-school program will open two hours late.

In the event of a program closure, TOWBGC will post a message on our website and our Facebook page.

Daily Routine
Each day our Club members will take part in a variety of activities. Each After School program will begin every afternoon with a healthy snack followed by our national Power Hour program, then move into a variety of programs from outside activities, arts and crafts, games and community service projects. Our Before School programs will operate a modified version of this schedule, but will also include a healthy snack (if needed) and time for academic assistance.

If the weather permits, our staff will plan to be outside as often as possible.

Boys & Girls Clubs of America has over 40 national programs that our staff will use to make sure your child's time with us is not only safe and fun but purposeful as well. For up to date information about your child(ren)'s program please visit our website www.bgcorange.org and view the programs monthly calendar. Calendars are also available at each program location.

School Break Club at the Clubhouse at Circleville Park
We offer School Break Club on specific dates when school is not in session. Your child(ren) can have access to art projects, science experiments, cooking classes, sports and a host of other activities designed to keep them happy, active and engaged on their day off. Healthy snacks are also provided. A list of all School Break Club dates can be obtained at the time of registration.

If your child already attends one of our programs, they are eligible for School Break Club and can sign-up by sending an email to our general email account: office@bgcorange.org. If your child DOES NOT attend one of our programs, you must complete the Club Member Membership Form and pay a $35 annual non-refundable registration fee. Once registered, you may sign-up by sending an email to our general email account: office@bgcorange.org.

The cost is $15 per day if the Club is given notice 2 business days prior to the date of School Break Club. The cost is $20 per day if the Club is given notice less than 2 business days prior to the date of School Break Club. Payment is due at the time of sign-up. You MUST sign-up for each School Break Club day that you plan to attend. School Break Club fees are outlined in the Program Fees Sheet, which is included in the registration packet.

While we do not encourage attending School Break Club without prior sign-up, we will accommodate registered Club members who show up without prior sign-up. The cost will be $25. A follow up call will be made to families to review the policy for signing-up so that subsequent incidents do not occur.

Snack Policy
The Boys & Girls Clubs will provide each member with a healthy snack each day. Please make sure you have properly filled out the medical section of the registration form with any food allergies your child(ren) may have.

Religious Practice Policy
We are non-sectarian and do not allow religious practices. All holidays celebrated embrace all religions and are an opportunity to discuss diversity.

Personal Item Policy
The Boys & Girls Clubs is not responsible for any electronic devices that your child(ren) may bring with them. We do not encourage the use of cellphones, IPODS, Gameboys, MP3 Players etc. Many of our locations do not allow the use of these electronic devices at all, or only during specified times.

Dangerous Paraphernalia Policy
The Boys & Girls Clubs operates under a ZERO TOLERANCE policy in accordance with local school zone laws. We reserve the right to search your child's belongings if we feel they are carrying any illegal or dangerous materials. In the event a search is necessary, we will notify the parent/guardian.

Homework Policy
Power Hour is our daily homework time where your child is given the OPPORTUNITY to do homework assignments in a quiet area with resources and project materials. We have staff available to help your child and encourage children to complete their homework. However, it is up to YOUR CHILD to complete their work. We are not responsible for verifying the completion of your child(ren)'s homework or special assignments.

Visitor Policy
Visitors are allowed at the discretion of the Program Leader. All visitors must sign-in and show Identification to enter the program. **Visitors will never be left alone with children.**

Medical/Injury Policy
It is the policy of the TOWBGC not to administer any prescriptions or non-prescription medicine to members at any time. Band-Aids and ice packs will be provided for minor injuries. Our programs will attempt to administer basic first aid (ie: Band-Aids, ice, etc.). In the event of a more serious injury, our programs will coordinate with local ambulance and fire rescue organizations. All Program Sites have at least one staff member who is CPR and First Aid-certified on duty at all times.

If your child becomes ill at the Club, all attempts will be made to notify the parent/guardian of the member. Please do not bring your child to the Club if they become ill before leaving home. This is especially important if their illness is infectious or contagious.

State Mandated Reporting Policy
As a licensed School-Aged Child Care Program, we are mandated by the State of New York to report any suspicious marks/bruising or any accusation of abuse a child makes. For more information, please visit: www.ocfs.state.ny.us.

Parents & Staff
We know it is important to have strong partnership with our parents. Ongoing communication between our parents and staff is how we can ensure we are best meeting the needs of each Club member. You will meet your child's Program Leader(s) at the beginning of the program year. You can address concerns regarding the daily program activities to your child's Program Leader. You may also contact the assigned Unit Director or Program Director to discuss program concerns or issues. They can be reached at our administrative office at (845) 342-8833.

Discipline Policy

We ask that all members of the Boys & Girls Club show respect for their fellow members and staff at all times. This includes but is not limited to respecting members and their property, as well as their physical and emotional well-being. If at any time, a member violates the rules of the program the following steps will be taken, as a part of the Club's Discipline Policy.

Level 1: Verbal Warning – Not a formal written report

Infractions include but are not limited to:

- Occasional disruptive behavior
- Occasional insubordination of directions
- Leaving a supervised program area without permission
- Disrespectful behavior to a member or staff

Consequences may include but are not limited to:

- Verbal warning to correct behavior
- Club member being separated from a group activity for a short period of time
- Verbal notification to parent/guardian upon pick-up

Level 2: Incident Report – MUST be signed by parent/guardian at pick-up

Infractions include but are not limited to:

- Repetitive daily insubordination of staff's directions
- Repetitive disrespect for fellow members
- Use of inappropriate language, off-colored jokes, and other offensive terms
- Initiation of a fight
- Touching other members physically and inappropriately
- ACCIDENTAL destruction of property due to negligence

Consequences may include but are not limited to:

- Verbal warning to correct behavior
- Club member being separated from a group activity for a short period of time
- Club member being asked to write a written apology to any staff/member who they affected
- Possible suspension of no more than 2 days based on the severity of the incident
- Signed incident report by parent/guardian

Level 3: Incident Report – MUST be signed by parent/guardian. Will result in suspension and possible expulsion

Infractions include but are not limited to:

- Fighting or touching a member or staff in a violent manner
- Constant use of foul language, off-colored jokes, and other offensive terms
- Excessive insubordination of staff directions
- DELIBERATE destruction of property

Consequences may include but are not limited to:

- Removal from all activities for the day
- Immediate parent/guardian notification
- Suspension from the program from 2-5 days based on the severity of the incident
- Possible expulsion from the program based on the severity of the incident

All discipline issues will be dealt with as they occur. Serious infractions regardless of past behavior will be dealt with as such. Other infractions that were not outlined here will be dealt with at the staff's discretion and placed in the appropriate level. Please speak to your child(ren) to remind them of the need for their cooperation. With your support, we will maintain a safe and enjoyable program for all of our members.

FEES & PAYMENTS

Northern Orange County Programs
We offer programming in the Pine Bush Central School District. Our programs continue to be one of the most affordable, quality programs in the region. A $75 annual non-refundable registration fee is required to secure your child's place in the program. Monthly program fees are outlined in the Program Fees Sheet, which is included in the registration packet.

Sullivan County Programs
We offer programming in the Liberty Central School District, Monticello Central School District and the Town of Fallsburg. There is an annual $75 non-refundable registration fee in the elementary and middle school programs. The Liberty Elementary School also has monthly program fees, which are outline in the Program Fees Sheet, which is included in the registration packet. There are no monthly program fees for middle and high school program or the Fallsburg Teen Center. Monthly program fees are outlined in the Program Fees Sheet, which is included in the registration packet.

Registration vs. Attendance
If your child is a registered Club member, we guarantee that your child has that spot, a healthy snack each day and the appropriate level of supervision, as mandated by NYSOCFS. Many of our programs have a waiting list by October, so this is great peace of mind for you and your child!

If your child does not attend program on a day they are registered to attend, the Clubs still incur the staffing and supply expenses associated with reserving their place in the program, therefore, there will be **NO** refunds for lack of attendance.

Payment Schedule
Accounts are billed in monthly installments. Accepted forms of payment are limited to: credit card (VISA, MasterCard, Discover), checks, money order and cash. Credit is not issued for days missed due to illness, vacation or holidays.

Our billing cycle operates on the following schedule:

15th of the Month:	Bills are sent out for the subsequent month
1st of the Month:	Payment is due for that month

Automated Payment Discount
Accounts will be billed a transaction processing fee when paying via credit card. The monthly transaction processing fee will be waived IF a family sets up an automatic recurring monthly payment via credit card.

Late Payment Policy
We want to work with you to ensure prompt and efficient payment of your accounts. Please contact our Operations Administrator at our Administrative Office at (845) 342-8833 to discuss scholarships, payment plans and any financial hardships you may be experiencing that are rendering you unable to make on-time payments.

Accounts carrying a balance 15 days past due will receive a reminder via letter, phone and/or email that payment is due. Accounts carrying a balance 30 days past due will receive a phone call from the Operations Administrator to discuss payment options. Accounts carrying a balance 45 days past due will receive a phone call from the Executive Director to discuss payment options. If a payment/payment agreement is not made your child's programming will be suspended at that time.

Returned Payments
There will be a $25 fee charged for returned checks. Repayment for returned transactions must be in the form of a money order, cashier's check, credit card or cash. After second notice of return, all future payments are to be paid by money order, cashier's check, credit card or cash.

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Please sign the attached Program Policies Agreement and keep a copy for our records.