



BOYS & GIRLS CLUBS
OF ULSTER COUNTY

PARENT HANDBOOK



Boys & Girls Club of Ulster County – Saugerties Unit **After School Extension Programs**

- Grant D. Morse, K-6
- Riccardi, K- 6

(914) 388-4020

lquick@bgclubsulstercounty.org

Boys & Girls Club of Ulster County – Saugerties Unit
Extension Programs Parent Handbook

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DEAR PARENTS:

This handbook has been compiled to give you information about BGC's Extension Programs. Please keep it as a guide and a source of information that you can refer to throughout the year.

Through creative programming, carried out by professional trained staff, we provide an atmosphere of learning and fun throughout the school year.

We are here for you! Please feel free at any time to meet with the director, site supervisor or youth development staff.

The Boys & Girls Club After School Extension Programs are licensed by the New York State Office of Children and Family Services (OCFS).

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.

PROGRAM COMPONENTS

Faculty

The youth development staff are at the center of the After-School program. They combine specific talents for working with young children with knowledge of child development theory and practical experience. Youth Development staff draw upon their knowledge of child development, experience, and their understanding of each unique child as a student to create a program that is responsive to each child to help him or her grow and develop into a loving, confident, responsible person. Each Youth Development staff receives a minimum of 15 hours of continuing education each school year.

Activities

Each day members will have the opportunity to engage in a selection of activities that may include but are not limited to the following:

1. **Power Hour: Making Minutes Count** helps Club members achieve academic success by providing homework help, tutoring, and high-yield learning activities and encouraging members to become self-directed learners. Members without homework will be led through educational activities that incorporate an array of developmental skills including reading, writing, and math skills. All youths enrolled in the after-school Extension programs are expected to participate in a Power hour activity. Stars/points are awarded daily for completed homework/activities. Monthly parties and prizes are awarded for completing the monthly designated number of homework sessions. This Program generally runs Monday –Thursday.
2. **Triple Play:** a comprehensive health and wellness initiative, strives to improve the overall health of members by increasing their daily physical activity, teaching them good nutrition and helping them develop healthy relationships. This program is typically run in the gym or outside (weather permitting).
3. **Arts and Crafts:** Members will have the opportunity to make individual and group projects. Some projects may be included in the BGC of Ulster County Annual Art Show (when applicable).
4. **Science Exploration:** Members will have the opportunity to participate in age appropriate science experiments.
5. **Environmental Education:** Members will engage in nature activities and outings. (Members must be at least 8 yrs. old for off-site outings. All off-site outings require additional parent approval.)

Schedule

- **Check-in, Attendance**
Circle Activity: a time to share about our day and update members about programs, trips, and special events
- **Power Hour: (Homework Help), High yield-learning activities**
- **Hand-washing, Daily snack provided**
- **Triple Play: Group Game- Gym or Outside (weather permitting)**
- **Daily Programming Activity (Recreation, Arts and crafts, Science etc.)**

- **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.

Field Trips

If a field trip is scheduled parents will be notified in advance and be asked to sign a permission slip. Field Trips where members must travel in the BGC van are limited to those members age 8 and up.

Attendance

This is a full-time program Mon.-Fri. We expect that your child will attend and we will look for them every day. *If your child is absent from school, has left school early, or for any other reason will not be attending the after school 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 the program.***

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 provide a snack time every day. We encourage members to bring their own snack however we will provide a nutritious snack and juice, water or milk daily to members who do not bring one. Members will be responsible for cleaning up after themselves before moving on to the next activity. Lunch will be provided on half-days and early release days where lunch was not served in school. All snacks and lunches (when applicable) follow CACFP guidelines.

Recreation

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

Dress

We like to take members outside whenever possible. Please have your child dressed appropriately for outside play. This may mean packing additional clothing, hats, gloves etc., in a bag.

Guidance & Behavior Management

The Boys & Girls Club After School Program takes a positive approach to behavior management. Staff facilitate the development of social skills, self-control, problem solving skills and self-regulation in children by using positive guidance techniques, such as modeling and encouraging appropriate behavior, redirecting children to more acceptable activities, setting clear limits and intervening to enforce consequences for unacceptable harmful behavior. Staff's expectations respect children's developing capabilities and are developmentally appropriate. The staff are patient, realizing that not every minor infraction warrants a response. At Boys & Girls Club, discipline means "to teach" not "to punish".

When a child's behavior is consistently inappropriate or is stopping other children from doing their work or enjoying their time in the program additional steps will be taken. Parents will be given daily updates and may be asked to meet with the staff and/or Unit Director to formulate a Behavior Management plan for the child. If over the time specified in the Behavior Management plan the inappropriate behavior does not cease or diminish the child may be asked to leave the program.

Certain inappropriate physical behavior such as

- **Physically harming another child repeatedly**
- **Inappropriate touching**
- **Uncontrollable tantrums that are endangering the child or others**
- **Biting that will not diminish or breaks the skin**

may lead to **immediate removal from the program. As a childcare facility, the well-being and safety of ALL the children is our main concern.**

If you have any questions about our policy on behavior management or wish to coordinate behavior management at school and home, for the sake of consistency, please speak to the Site Supervisor.

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 canceled in case of severe weather,

school evacuation or emergency in which case you will be contacted by the BGC Staff 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 8am-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. **If your child is not picked up by 6:00 pm a fee of \$25.00 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.

Program Withdrawal

There is a \$250 cancellation fee for all program withdrawals before the end of the school year. 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 as well as all final payments.

PROGRAM POLICIES & FORMS

Application

Your child will not be able to attend until the application is completely filled out (including any supplemental forms), medical records are submitted, and the first payment is made. 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 and please note that not all sites are able to administer medications. 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 the 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.**

Tuition Policies and Procedures

We strive to provide affordable childcare. Our fees break down to less than \$3.00 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, Coordinated Children's Services, Child Care Council of Ulster County, The Mental Health Association of Ulster County**

- **Tuition is \$250.00/month for the first child, \$225 for each additional child (ex: family of 2 children will pay \$475/month etc.)**
- **Payments are due by the first of each month, EFT is available**

Did you know?

Now you can set up automatic payments online through the parent portal.

Login to the parent portal, scroll down to "Stored Accounts", click add new stored account and after adding your information click approve automatic payments.

PAYMENTS ACCEPTED ONLINE!
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 \$25.00.
- *Failure to make payments by the 15th of the month will result in removal of participant for the upcoming month. Participants will be placed on the site waiting list eligible for the next available opening.

**Payments 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>September 1, 2024</u>
Pay to the order of <u>Saugerties Boys & Girls Club</u> \$ <u>250.00</u>
<u>Two Hundred-Fifty</u> <u>00/100</u> <u>Dollars</u>
Memo <u>Bobby – M- Sep</u>

Memo Line guide: Child’s Name – School - Month GM = Morse, R = Riccardi

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 for the school (ALL students)
- Teacher Notification has been completed.
- All forms and payment have been sent

When all forms are received you will be contacted by the Unit Director or Program Extension Coordinator at which time your child’s start date will be determined.