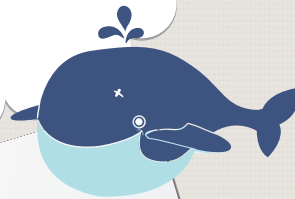




BOYS & GIRLS CLUB
OF THE LOWER NAUGATUCK VALLEY
RAYMOND P. LAVIETES CLUBHOUSE

PRE-K PROGRAM



A place to
LEARN and **GROW**
and **SHARE** and
SUCCEED



Parent Handbook

August 2017





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Mission

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

Core Values

Here at the Boys & Girls Club of the Lower Naugatuck Valley, we have adopted six core values which exemplify our mission: fostering an environment that is safe and teaches our children to be trustworthy, respectful, inspired, dependable, and enabled.

Who We Are

For 60 years the Boys & Girls Club of the Lower Naugatuck Valley has offered a unique system of guidance and care to boys and girls throughout the Valley. Our caring, trained professional staff positively guide and influence our members by instilling a sense of competence, usefulness, and belonging in a fun and creative environment. Our Clubhouse is a safe and affordable place to learn and grow, all while having fun.

History

- Established in 1926 as the Community Building Association
- Incorporated as a Boys Club in 1956
- Merged with the Community Center in 1969
- Girls became full-time members in 1980
- Changed name to reflect service increase to entire Valley in 1993 to Boys & Girls Club of the Lower Naugatuck Valley
- Opened new Clubhouse in Shelton June 1999
- Opened new Clubhouse in Ansonia May 2009

The Club is a non-profit (501c3), private organization for dues-paying members. Memberships are required to use the Club facilities.





Hours of Operation & Costs

School Year

Monday-Friday
7:00 am to 6:00 pm

Half Day Options *(please choose one)*

AM w/ Nap (7 am-2:30 pm)	\$450/month
AM w/ No Nap (7 am-12:30 pm)	\$400/month
PM w/ Nap (12:30 pm-6:00 pm)	\$400/month
PM w/ No Nap (2:30 pm-6:00 pm)	\$350/month
Additional Hours	\$10/per hour
Full Day (up to 11 hours a day)	\$650/month

Snow Day	10 am - 6 pm subject to change
Holidays/Vacation Days	8:00 am - 6 pm
Delays	9:00 am - 6 pm
	<i>delay will match Shelton School System</i>

Summer

Monday-Friday
7:30 am to 6:00 pm

Full Day (up to 11 hours/day)	\$650/month
<i>No half days available in summer</i>	

There is no reimbursement for membership tuition. Our program is licensed by the State of Connecticut Department of Public Health.

Inclement Weather & Emergency Notifications

Mass communications about our Clubhouse hours will be sent to parents through our e-mail newsletter: snow day hours, delayed openings, holidays, and anything else that changes our normal hours. To sign up for our newsletter, email LavietesClubhouse@BGC-LNV.org with “emergency notifications” in the subject line. Please allow two business days to be added to our list. You can also enter your own





email on our Pre-K page on our website (www.BGC-LNV.org). We will also post information on our Facebook page. To receive Facebook updates, like our page at www.Facebook.com/BGCLNV. The Pre-K Program also utilizes the App, Class DoJo for daily updates and information. Please ask a Pre-K staff to be invited to our online classroom.

Care4Kids

Care4Kids applications can be found on the Care4Kids website at www.CTcare4kids.com, or you may call them at 888-214-5437. The Boys & Girls Club does not provide Care4Kids applications.

Parents/guardians must complete the Parent Provider Agreement before bringing it to us to complete our portion. When it is ready, we will call you to pick your form up so you can send it in. The Boys & Girls Club will not fax or mail any Care4Kids forms in. When registering, the first month's tuition must be paid in full, and the full tuition amount must continue to be paid until the Child Care Certificate is received and reviewed by us. When the Child Care Certificate is received, parents must contact Lisa Smith, Membership Coordinator, to discuss the balance they will be responsible for paying. Care4Kids does not cover the entire tuition, and parents will be responsible for the balance. If there are any reimbursements due to you for payments made while waiting for Care4Kids, reimbursement will be made after Care4Kids reimburses our Boys & Girls Club. Please be patient as this reimbursement could take several months.

Required for Registration

Upon completing orientation a completed registration packet and the first month's tuition payment must be submitted to the Club. This applies to Care4Kids applicants as well. Please allow two business days for your child's membership to be processed.

A completed registration packet includes:

- Completed registration form
- Updated physical form, signed and dated by your child's pediatrician, which includes the child's date of birth and





immunizations. All children's physicals must be updated yearly and immunization records must be maintained per the State of Connecticut requirements.

- Birth certificate (please provide a copy, NOT an original)
- Parent Questionnaire
- Signed Behavior and Late Pickup Policies
- For any child requiring an epi-pens or inhaler, completed Authorization for the Administration of Medicine Form and Treatment Plan form. Children requiring these medicines may not attend without this correctly completed form. **Only required for those members who require epi-pens or inhalers.**
- Signed Authorization for Administration of Sunscreen

Payment Policies

As a non-profit organization, we are dependent on prompt payments from all our Club families. Payment for all monthly programs is due on the first of the month for that month. Any payments made after the first of the month are subject to a \$15 late fee. Nonpayment will result in suspension from the program or transportation service. All payments must be given to a Pre-K staff member.

Returned Checks

A fee of \$25 will be charged for each check written to the Club that is returned by the bank. If more than one check is returned within a calendar year, you will be required to pay with cash or money order for the next 12 months.

Past-Due Balances

The Boys & Girls Club of the Lower Naugatuck Valley cannot carry past-due accounts. All current account balances must be cleared prior to registration for each new year. Families are encouraged to make an appointment with the Head Teacher or Director to address financial issues in a confidential atmosphere.





Absences

Please call and let a Pre-K staff member know if your child is going to be absent for any reason. Our Club expenses are based upon the number of children enrolled. The absence of your child does not reduce the expenses of the daily program. We are unable to allow deductions, credits, refunds, or make-up days.

Withdrawal of Children

Parents must give the Club 30 days notice when withdrawing their child from the program. All tuition through 30 days remains due.

Closing Time Plan, Late Pickup Policy

Our program ends at 6 pm. We do not keep staff on the premises after the program ends to supervise members. We rely on parents to pick their children up promptly at 6 pm. Should parents be late for any reason, a \$20 late fee will be assessed. Parents will have two business days to pay or the child's membership benefits will be suspended until payment is made. All late payments must be given to a Pre-K staff member.

If a child has not been picked up within 15 minutes of our closing time, our staff will call the child's parents at all contact numbers listed in the child's registration. If they cannot be reached, staff will call the emergency and alternate contacts. When all avenues of reaching parents have been tried, emergency contacts have been called, and more than 1 hour passes, we have no other choice but to turn custody of the child over to the Shelton Police Department. Two staff members at least 18 years of age or older will remain with the child at all times.

Drop Offs

Parents must come into the Pre-K Room when dropping children off and sign them in with a staff member.





Pick Up Policy

Members must be signed out by a parent, legal guardian, or someone listed on the registration form who is 18 years or older, with a valid photo ID. If someone other than an authorized person listed on the registration form is picking up a child, we must have a handwritten note. ID will be required.

Meals

You may send your child in with breakfast if they haven't had a chance to eat at home. We will provide two nutritious snacks each day. Lunch is not provided. Please provide your child with a lunch and pack a cold pack in their lunch box to keep perishables safe. Please do not send candy or gum. Please note that we are not a peanut-free facility.

Behavior Management

The Boys & Girls Club of the Lower Naugatuck Valley seeks to build a child's self esteem by helping him or her develop self-control and responsibility for his or her actions. We never use physical or corporal punishment in any way.

To minimize the need for disciplinary action, a few simple rules are established at our Club. These rules set limits of behavior for the safety and protection of the children. We train our staff and volunteers to be firmly supportive and consistent in their approach. Our goal is to help each child achieve self-control. We ask you to support us in encouraging positive behavior with all the children at our Club and to use appropriate language and attitude while visiting our Club.

Discipline Process

The goal of discipline is to help the child develop inner controls so that he/she may move toward appropriate social behavior. Methods for resolving conflicts are:

- Positive guidance, explanation of rules and expectations
- Setting clear limits, explanation of rules and explanation of consequences for breaking the rules





- Redirection, time out in program area for no more than 3-5 minutes, meeting with parent/guardian
- Continued misbehavior, membership termination

When disputes arise among children or between a child and teacher, the teacher will encourage a talking-out process among those involved. The goal of this talking-out process will be to acknowledge feelings and find solutions using children's ideas whenever possible. A child who may be overly aggressive or destructive of other children's work may be asked to make an activity choice in another area if talking things through has not resulted in better self-control.

Staff will continuously supervise children during disciplinary actions.

Staff will not be abusive, neglectful, or use physical, corporal, humiliating or frightening punishment under any circumstances. NO child shall be physically restrained unless it is necessary to protect the safety and health of the child or another child or adult.

Termination Policy

If the following situations should arise, we may ask that your child be withdrawn from our program.

- Verbal or physical abuse by your child to other children or staff
- Refusing to listen to staff by running/leaving the Club
- Not following transportation safety guidelines that could cause physical harm to him/her or others

If these situations occur, your child's program instructor will complete an Incident Report. The Head Teacher and the Unit Director will review it with you to identify any possible solutions. If the behavior continues, we may dismiss your child from our services. An interview may be conducted to review the status of your child for acceptance back into our program upon later review.

Child Abuse and Neglect Policies and Procedures

All of our staff have a responsibility to prevent child abuse and





neglect of any children involved in our Club.

Definition

Child Abuse includes

- Any non-accidental physical or mental injury (i.e., shaking, beating, burning)
- Any form of sexual abuse (i.e. sexual exploitation)
- Neglect of a child (i.e. failure to provide food, clothing, shelter, education, mental care, appropriate supervision)
- Emotional abuse (i.e. excessive belittling, berating or teasing which impairs the child's psychological growth)
- At-risk behavior (i.e. placing a child in a situation which might endanger him by abuse or neglect)

Child Abuse is defined as a child who has had

- Non-accidental physical injuries inflicted upon him/her
- Injuries which are at variance with the history given of them
- Is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment

Child Neglect is defined as a child who has been

- Abandoned
- Denied proper care and attention physically, educationally, emotionally or morally
- Allowed to live under circumstances, conditions, or association injurious to his well being (CT GS 46b-120)

Staff Responsibilities

As child care providers, we are mandated by law to report actual or suspected child abuse or neglect or the imminent risk of serious harm of any child.

Lost and Found

Mark every article of clothing, your child's backpack, lunch box, and all belongings with your child's first and last names. We do have a





lost and found area where items are stored for up to two weeks. Due to limited space, if items are not claimed, we will donate the unclaimed items to a community agency. Please check with your child before you leave the Club to ensure he or she has all of their belongings. The Boys & Girls Club of the Lower Naugatuck Valley is not responsible for lost or stolen personal items. To avoid items being lost or stolen, members are encouraged to leave all personal items at home.

Smoke-Free Environment

Our Club is a smoke-free zone, and we maintain a smoke-free environment. We ask that you do not smoke at our Club, in our parking lot, or in the view of the children as you drop off or pick up your children.

Illness Policy

If your child is not well or has a contagious symptom (including head lice), they may not attend the Club. The Club will not keep seriously ill children or children who have temperatures of 100° or more at the Club. If a child is sent home due to vomiting or having a fever of 100° or more, they cannot return until they are fever free or have stopped vomiting for 24 hours. If a child is injured or seriously ill at the Club, a parent or guardian will be contacted immediately, and it is expected that the child will be picked up within 60 minutes after the call. The emergency contact number will be used if parents are unreachable. Please make sure all numbers are current and updated—tell us when you change your phone numbers or any other contact information. This is the only way we can reach you in an emergency.

Head Lice Policy

The Boys & Girls Club of the Lower Naugatuck Valley has a no-nit policy. Any child with lice will be sent home and not allowed to return until a medicinal shampoo procedure is completed and their head is free of all nits. Children will be rechecked upon entering the Club by first aid certified staff. If any nits are found, the child will not be





permitted to stay. We will hold random checks, performed by first aid certified staff, throughout the year to ensure a nit-free environment for the health and safety of all Club members.

Medicine

The Club will store and administer prescribed inhalers and epi-pens, with the parent's consent. These are the only medications that the Club will accept. An Authorization for the Administration of Medicine form and Treatment Plan form is required for these medications. Copies of this form are available at the Club.

Medications must be in their original container and must be clearly labeled. Emergent, first line of defense medication will be stored unlocked but in a safe manner and inaccessible to children to allow for quick access in an emergency.

The Club will keep accurate documentation of all medications administered. Included in the documentation are:

- The date the medication was administered
- The time it was administered
- The dose that was administered
- The signature of the staff administering
- Any comments

Parents will be notified when/if a child has been administered any medication. At no time is an untrained staff allowed to administer medications. Please note that we are not a peanut-free facility.

Toilet Training

Children must be potty trained and able to clean themselves after using the facilities. Children will be brought to the restroom as a group throughout the morning and afternoon programs. Children are also able to use the restroom whenever they need to. Please leave us two complete outfits appropriate to the season, including shoes, in the





event your child soils his or her clothing due to a toileting accident, illness, or any other reason. Soiled clothing must be taken home on the day of the soiling or they will be discarded.

When children use the restroom, staff will be outside the bathroom door. If assistance is needed due to a toileting accident, staff will provide wipes and instruction but will not touch the child. Stools will be provided to the children for assistance getting on and off of the toilet and for washing their hands.

The Club does not accept children into membership who are not toilet trained. It is the same policy that governs acceptance into the public schools, which is designed not only to prevent “accidents and distractions” during the course of the school day, but to ensure the well being, health, and self-esteem of the child. However, from time to time, accidents may happen. In the event of an accident, you can expect these procedures to be followed:

- Club staff will provide wipes, a change of clothing, and instruction but will not touch the child.
- If the accident is due to illness, parents will be notified immediately to come pick their child up through the contact numbers provided on the child’s registration. Children will be kept in the Director’s office until the parent arrives. If we provided clothing, parents are expected to launder it and return it the next day.
- Huggies®, Pampers®, or any other type of diaper or “pull up” are not acceptable undergarments and will be taken as a sign that a child is not toilet trained.

Any child who has multiple toilet accidents during a program season will be asked to meet with the Director to determine the cause. Excessive toileting accidents may result in your child being removed from our program. A pro-rated reimbursement will be issued, as determined by the Club.





Nap Time

Children will be provided nap time, and each child will be provided with an individual cot. Parents must supply a cot sheet, blanket, and pillow in a bag (not plastic), and each item must be labeled. Linens must be brought home every Friday and washed and brought back the next day the child attends. The Boys & Girls Club is not responsible for supplying or laundering linens.

Emergency Medical Procedure

In case of a medical emergency, a qualified staff member will attend to first aid as needed. Another staff member will notify the family of the child. For extreme emergencies, 911 will be called. An ambulance will take the child and a staff member to the nearest hospital. The child's emergency permission form will be brought with them. Another staff member will notify the family or alternate pick-up persons to meet the child at the emergency room. Additional staff will be called in if necessary to maintain required ratios.

In the event a child becomes ill while at the Club, parents will be notified and the child will be moved to the Director's office, with a cot available. A staff person will remain with the child at all times.

Fire Procedure

In the event of a fire, evacuation from the building will be through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the fire exit. The Fire Report the Club's member tracking system will be taken on the way out. The group will walk to the field area, safely away from the building, and line up for attendance. The staff will immediately take attendance. The Director or person in charge will be responsible for taking the sign-in and out sheets, portable first aid kit, cell phone, and emergency file with them. Should it not be possible to return to the building, parents will be notified via the cell phone to pick up their children.





Evacuation

In the event that the facility must evacuate, the children will be driven in the Club van to the nearest designated evacuation area, Shelton High School. Advanced contact has been made with the town's Civil Preparedness unit, adding the Center to their list for emergencies. Notes will be posted to alert parents of the location of the children.

Parents will also be notified by cell phone to pick up their children. Ratios will be maintained at all times and two staff will remain with the children until all children are picked up.

Safety

Please do not leave your child unattended or unsupervised for any reason prior to the opening of our Club. We also ask you to make every effort to pick up your child before our Program closes at 6 pm. Please read our Closing Plan/Late Pick Up Policy on page 4. By policy, our staff may not take your child home with them or make any childcare arrangements with you.

Supervision Plan

At no time shall a child be left unsupervised

- A staff child ratio of no more than 10 children per staff shall be maintained at all times (this includes indoor, outdoor, and quiet time).
- Children are carefully watched while outside at play. Staff members are stationed at the equipment at all times. Other staff rotate among the play areas.
- When a child goes inside to use the restroom from outdoors, a staff member is designated to accompany him/her. Children are never allowed to travel from the outside to the inside by themselves.
- Children are carefully watched while at play or during an activity within the building or on field trips, including bathroom use.
- When a child or children use the bathroom, adequate staff will





always be present.

Consultation Plan

We are required to have an education, health, dental, social service, and dietary consultant. All consultants will be available to provide the minimum services to our programs as required by the State of Connecticut Regulations for Child Day Care/Group Day Care Homes Sec. 19a-794a(h).

Educational Program Plan

Our program provides a variety of activities to engage the children and prepare them for kindergarten. Our focus is on teaching our children problem-solving skills, social/collaborative skills, responsive listening, and using language to learn.

The children will have opportunities to choose among activities including, but not necessarily limited to:

- Creative activities
- Physical activities
- Quiet activities

Lesson plans are based around your child's developmental needs and can include the following:

- Small group activities
- Special events which may include field trips, and
- Self-concept activities
- Fine-motor skills
- Gross-motor skills
- Dramatic play and arts
- Math, literacy, and critical thinking activities
- Free time





Staff Roster

Nikki Stockmal	Head Teacher	Ext. 125
Jennifer DeLeon, MSW	Unit Director	Ext. 118
James Queen	Director of Operations	Ext. 101
Shaye A. Roscoe	Executive Director	Ext. 102

“Like” us on Facebook and get up to date Club news and information:
www.facebook.com/BGCLNV. Follow us on Twitter @BGCLNV.

