



BOYS & GIRLS CLUB
OF THE LOWER NAUGATUCK VALLEY
JOEL E. SMILOW CLUBHOUSE

2016-17

After School Program

Parent Handbook

2016-2017
PARENT HANDBOOK
Joel E. Smilow Clubhouse

CLUB MISSION & HISTORY

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 - What We Offer

The Boys & Girls Club of the Lower Naugatuck Valley is for boys and girls ages 5-18, of all ethnicities, races, and creeds. Trained professional staff provides our members with positive adult mentors and role models. Nationally recognized programs help our young people succeed in school, stay healthy, learn important life skills, pursue interests in the arts and sports, and explore vocational choices. 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 Boys & Girls Club of the Lower Naugatuck Valley, Inc., is a drop-in program, chartered by Boys & Girls Clubs of America, and is exempt from state daycare license laws, as per State Statute Section 528 Subsection (b) of section 19a-77(7), like schools and recreation departments. Our drop-in after school program follows membership requirements and safety standards set forth by Boys & Girls Clubs of America.

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

Snow Days

The Club may open by 10 am if there is no school due to a snow storm, depending on the severity of the weather. Check our website (www.BGC-LNV.org), News Channel 8, or WICC for cancellations. Snow days are free of charge for all previously registered Boys & Girls Club members.

Early Dismissal Policy

The safety of the children is our primary concern; therefore, we do not put our vehicles on the road in bad weather. If there is an early dismissal due to inclement weather, we will not send our vans to the schools (Shelton school buses will still transport). PARENTS MUST provide transportation for their children when their child's school is dismissed early due to inclement weather, and PARENTS MUST notify the school of those transportation arrangements. All children will be expected to go home after school if their school has an unscheduled early dismissal (sometimes one school will close because of a unique situation). We will pick children up on regularly scheduled half days.

HOURS & COSTS

Membership fees cover participation in the After School Program. Additional fees apply to snow days, holidays, school vacations, sports leagues, summer camp, and special events. There is no reimbursement for membership dues. After-school membership begins on the first day of school in Ansonia and ends on the last day of school in Ansonia. We, at the Smilow Clubhouse, follow the Ansonia Board of Education public school year calendar

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 20th of the month prior to your child attending. Any payments made after the 20th of the month will incur a minimum \$15 late fee. Nonpayment will result in suspension from the program and/or transportation service.

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 in cash or money order for the next 12 months.

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 program session. Families are encouraged to make an appointment with the Membership Coordinator to address financial issues in a confidential atmosphere.

Absences

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.

Late Pickup Policy

Our program hours are staggered for different age groups, and we staff each age group appropriately. Once your child's program ends, our staff leave the building; we do not keep staff on the premises after a program ends to supervise members. We rely on parents to pick their children up promptly. Should parents be late for any reason, the following policy will be in effect:

1st Incident: Late fee of \$20 per 15 minutes will be charged

2nd Incident: Your child will not be able to attend the program for the following 5 days

3rd Incident: Your child's membership will be terminated

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 Ansonia Police Department.

After School Program Hours & Fees

Kindergarten- 7 years old	after school – 6pm, Mon-Fri	\$170.00 per month
8– 9 years	after school – 6pm, Mon-Fri	\$180.00 per year
10- 12 years	after school – 7pm, Mon-Fri	\$180.00 per year
13-18 years	after school – 8pm, Mon-Fri	\$25.00 per year

REGISTRATION

Applications for registration are online at www.BGC-LNV.org. It is the parent's responsibility to ensure ALL required documents and payments are received by the Boys & Girls Club prior to their child attending our program, or your child will not be allowed to attend.

Ansonia Schools open on August 29, 2016. Our on-line registration will open on August 5th and closes on August 18th at 5:00pm. We will accept payments for registrations Monday - Friday between the hours of 8:00am - 6:00pm during this registration period. Only those who have completed on-line applications and submitted full payment will be admitted into our after school program on the first day of school, August 29th. Registration will open again on September 5th at 6pm and continue through the remainder of the school year.

****Please note that we require two business days to activate your child's on line registration once payment is made in full.** – This policy will be strictly enforced. Please plan your child's application/registration process accordingly.

Requirements for registration:

- Completed on line application for registration
- Payment in full.
- Kindergarten - 7 years \$170 per month. (payable on the 20th of each month prior to attending)
- 8-12 years - \$180.00

- 13-18 years - \$25.00
- School vacation week - \$75.00 members
- School vacation week - \$150.00 non-members

Membership for the after school program enables your child to attend on all days that school is in session. There will be additional fees for holidays and non school days etc.

Inclement Weather/Early Dismissals

The safety of the children is our primary concern; therefore, we do not put our vehicles on the road in bad weather. If there is an early dismissal for inclement weather, our van services will be suspended for all activities including trips, after school programs, etc. PARENTS MUST provide transportation for their children when their child's school is dismissed early due to inclement weather, and PARENTS MUST notify the schools of those transportation arrangements.

Absences

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.

AFTER SCHOOL PROGRAMS

Kindergarten – 7 year olds can take advantage of homework assistance, crafts, sports, and special events from after school to 6:00 pm Monday through Friday. Children must be picked up by their parents at the end of the day (children will not be released to older siblings). Make sure your child has sneakers for gym time, which will be provided each day. You may send children in with money to purchase from our cafeteria or send snacks from home. Payments for this age group are due by the 20th of each month prior to your child attending the following month. If payment is not received by the 20th of the month, a minimum late fee of \$15.00 will be applied to your tuition. Full tuition and all late fees are payable prior to your child attending. If your payment is not received by the last day of the month, you must contact our membership coordinator for admittance into this program, as your child's spot in the program may be given to the next person on the waiting list. Children cannot be dropped off at our clubhouse before school buses arrive.

8 -12 years can take advantage of group activities, sports, recreation, homework assistance, education programs, games room, computers, the arts, special events, and crafts after school to 6:00 pm Monday

through Friday. Beginning on October 3, 2016, the pick-up time will change to 7pm Monday through Friday for this age group. Boys and girls in this age rotate throughout the building, with access to our games room (board games, billiards, foosball), computer room, homework assistance, arts and crafts, football, drug and alcohol prevention, special events, Torch Club, and educational programs throughout the year.

Grades 9 - 12 can take advantage of the games room, weightlifting, sports, arts, computers and homework assistance from after school to 6:00 pm Monday through Friday. Beginning on October 3, 2016, the pick-up time will change to 8pm Monday through Friday for this age group. Our teens have their own games room and lounge, complete with Internet-enabled computers and printers for homework and social use, televisions, and video games. Teens may also participate in Keystone Club, and special events throughout the school year.

DAILY PROGRAMS

Computer Room. Open daily. Access to the Internet is available and monitored, but members must have staff permission to be on the Internet. Any inappropriate use of the Internet will result in Club discipline.

Games Room. Pool, ping pong, foosball, air hockey, bumper pool, board games, card games and tournaments.

Gym Activities. Includes Athlete of the Year, Sports Skills, group games.

Homework Club: Project Learn. Project Learn reinforces the academic enrichment and school engagement of young people during the time they spend at the Club. Our trained staff offer homework help, leisure reading, writing activities, discussions with knowledgeable adults, helping others, tutoring, and games (such as Scrabble®) that develop young people's cognitive skills.

Sports Leagues. Individual sports leagues will run throughout the year. Please check our website for information as these programs become available.

WEEKLY PROGRAMS

Keystone Club. Small group leadership development club for young people ages 14 to 18. Keystoners elect officials, choose their own activities, and plan and implement community service projects. Our Club

holds a national charter, which entitles the members to participate in regional and national Keystone conferences.

SMART Moves. The SMART Moves (Skill Mastery and Resistance Training) prevention/education program addresses problems such as drug and alcohol use. More than simply emphasizing a “Say No” message, the program teaches young people ages 6 to 15 how to say no by involving them in discussion and role-playing, practicing resistance and refusal skills, developing assertiveness, strengthening decision-making skills, and analyzing media and peer influence.

Torch Club. A group club leadership development program, targeted to youth ages 11 to 13. Members elect officers and implement their own activities and community service projects. Our Torch Club holds an official charter from Boys & Girls Clubs of America.

Arts & Crafts. Arts and crafts classes will be held once a week and focus on projects for all ages.

TGIF. Every Friday, December through March, from 6:00 to 9:00 pm for all middle school students. Registration required. There is an additional cost for this program.

SPORTS OFFERED AT OUR ANSONIA CLUBHOUSE

Flag Football League. Begins in September for all ages. Games are played on weekdays, and we hold a Super Bowl at season’s end. Free.

Travel Basketball. Grades 5th through 8th. *Additional Fee required.* Tryouts. Competitive teams travel and play in Fairfield County Basketball league and tournaments. Check website for information regarding try outs.

Gym Games. Includes dodge ball, capture the flag, relay races, spot shot.

Triple Play. A comprehensive health and wellness program that strives to improve the overall health of Club members ages 6-18 by increasing their daily physical activity, teaching them good nutrition, and helping them develop healthy relationships.

CLUB RULES & POLICIES

Membership Cards

Each member is issued a membership card upon joining. They are expected to bring this card with them and to scan it electronically each time they enter or leave the facility. Members who do not bring their card may be denied access to games, classes and equipment. Having to maintain their cards helps teach kids responsibility, which is sure to benefit them later in life. Replacement cards may be purchased for \$2 each.

Entering and Leaving the Club

- Members must sign in by scanning their membership card at the Membership Desk daily
- Parents must come in to the building to pick members up
- Members who walk home must leave the property when they leave the building
- Members who leave the Club without permission will be suspended from the Club. The Club is not responsible for children who leave the building without permission.
- Parents **MUST NOT park in the driveway loop.** You must park in the legally designated parking spaces. ***Failure to do so may result in loss of your child's membership.***

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.

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.

Club Rules

- No leaving the Club without permission
- Respect is a must...no profanity, fighting, or rudeness
- No running, roughness, or horseplay
- If you break something, you will be asked to pay for it
- No sitting on tables
- No hats
- No smoking, chewing gum, or gambling
- No food outside of the food court
- No hanging around Club property

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
- Use or possession of alcohol, drugs, or any other illegal substance
- Possession of a weapon or any item which could cause bodily harm
- Defacing or destroying the Club's property. Members will be asked to pay for anything they break and will be suspended until payment is made.
- Disrespect or refusing to listen to staff
- Leaving the Club
- Not following transportation safety guidelines that could cause physical harm to him/or other others

Discipline Process

- Verbal warning
- Time-out, written discipline notice
- Meeting with parent, written discipline notice

- Suspension without refund
- Expulsion without refund

If your child is suspended or expelled from the Club, it is expected that they will be picked up from the Club immediately.

Visitors

In order to provide a safe environment for all members, all parents and visitors must check in at the Membership Desk. Parents are to remain at the Membership Desk while Club staff locates your child. All visitors must have permission to enter the Club, and acceptable attire and behavior are required to be permitted access to the Club and our activities. Any person not following the rules of the Club will be asked to control their behavior and/or asked to leave the building. If police are called to escort people from the building, that person(s) will not be allowed back into the building.

Gym & Auxiliary Gym

- Must wear sneakers to participate in gym programs
- All spectators must sit in the bleachers
- Only coaches, staff, and participants are allowed courtside
- Lockers are available. Please bring your own lock. Locks must be removed daily.
- Showers are available. Please bring your own soap and towel.
- No food or drinks other than water allowed in the gym or bleachers.

Weight Room

- Members must be in high school to use our weight room.

Groups

Members must stay within their group area. Failure to do so will result in Club suspension.

Personal Belongings

The Boys & Girls Club of the Lower Naugatuck Valley is not responsible for lost or stolen personal items, including, but not limited to: cell phones, iPods, iPads, lap tops, headphones (which are not permitted to be worn or used at the Club), money, and clothing. To avoid items being lost or stolen, members are

encouraged to leave all personal items at home. Lockers are available, just bring your own lock. Locks must be removed nightly. Book bags and coats should be put in the gym cubbies.

Lost & Found

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

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 & Emergency Procedures

If your child is not well enough to attend school due to an illness or contagious symptom (including head lice), they may not attend the Club.

If a member becomes ill, staff will contact the parent, and it is expected that the member be picked up within 60 minutes after the call. In case of accident, the parent will be contacted right away to determine the status of medical attention required and the best manner to provide adequate and proper aid. Emergency situations will be taken to the hospital immediately.

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 by a first aid certified staff and will be sent home if any nits are found. 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 Boys & Girls Club staff does not administer medications of any kind. We will, however, make reasonable accommodations for a parent or guardian to come administer any medication that may not be self administered by your child. We must know of any medications your child takes, even at home, in case of emergency. This includes sensitivities or allergies. If your child needs to self administer any type of medication, such as an epi pen or inhaler, a completed Authorization for the Administration of Medicine form with approval for meds to be self administered checked off must be submitted with the medication. Children requiring these medicines may not attend without one of these completed forms. **Please note that we are not a peanut-free facility.**

Toilet Training

The Boys & Girls Club of the Lower Naugatuck Valley 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 clean your child as well as possible and will provide clean clothes for the child to wear while waiting for their parent to arrive.
- Parents will be notified immediately through the contact numbers provided on the child's registration. Children will be kept in the Director's office until the parent arrives.
- Parents are expected to respond as quickly as possible and to bring clean, dry clothing for their child. If we provided clothing, parents are 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 more than two toilet accidents during a program season will be considered not toilet trained and will not be allowed to participate in Club activities for the remainder of that program season. A pro-rated reimbursement for membership or program fees will be issued, as determined by the Club.

ALUMNI ASSOCIATION

The Alumni Association is a group of former Club members whose goal is to support Club programs, their fundraisers, and activities. Each year the Alumni raise funds that are used to buy new equipment and provide Club members with programs. Alumni members also provide technical assistance, materials, manpower, and community support. Each year Alumni members are honored through the Club's Alumni Hall of Fame. In addition, the Alumni also sponsors our Youth Awards Night. They purchase trophies for Club winners; have dinner, and present awards for outstanding program excellence.

All former Club members, community members, and parents of Club members are invited to join the Alumni Association. Contact Jim Queen at 203-924-7462, JimQueen@BGC-LNV.org, for information.

VOLUNTEERS

The Boys & Girls Club of the Lower Naugatuck Valley has an enrollment of 2,200 members, and more than 300 boys and girls will be attracted to our Clubhouses each day. How can we serve so many members in the course of the year? Volunteers are the answer!

Education Center, Homework & Computer (3:00 to 6:00 pm). Assist with daily homework and help youngsters develop sound and effective study habits.

Games Room Assistants (3:00 to 6:00 pm). Assist with the supervision of games, tournaments, and special events, Monday through Friday. Games include ping pong, pool, bumper pool, chess, checkers, air hockey, board games, and card games.

Cultural Specialists (3:00 to 6:00 pm). Arts & Crafts, Drawing, Ceramics, Cooking, Photography, Painting. Assist with projects that draw upon the creative use of raw materials. Monday through Friday.

Sports Leagues and Teams. Referees and coaches.

Fundraisers/Special Events. Assist in preparation and implementation. Encourage family interaction and participation.

ADMINISTRATIVE STAFF:

Shaye Roscoe, Executive Director	203-924-7462
James Queen, Director of Operations	203-924-7462
Breon Sanders, Unit Director - Smilow Clubhouse	203-735-1200
Victoria Queen, Program Director - Smilow Clubhouse	203-735-1200