



BOYS & GIRLS CLUBS
OF BENTON AND FRANKLIN COUNTIES

Club Care Parent Handbook



**Before and After-School Childcare
2011-2012**



BOYS & GIRLS CLUBS

OF BENTON AND FRANKLIN COUNTIES

PO Box 1322

Pasco, WA 99301

Administration office: 543-9980

When trying to reach Club Care program staff, please call the site directly. If you are unable to reach someone, phone the Boys & Girls Club Administration Office at 543-9980. Please do not call the schools' main office regarding Club Care matters.

<u>Topic</u>	<u>Page</u>
History	3
Enrollment	3
Hours	4
Administrative Office Hours	
Before-School CLUB CARE	
After School CLUB CARE	
Early Release Days	
All Day CLUB CARE	
Program Description	4
Field Trips	4
Transportation	5
Staff	5
Fees	5
Late Pick-up	6
Schedule Additions	6
Financial Assistance	6
Dropping Off and Releasing of Children	6
After-School Activities	6
Early Dismissal and Cancellation of School	7
Dress	7
Medical Emergency or Illness	7/8
Use of Medication	8
Expectations of Student Conduct	9
Snack and Lunches	9

Boys & Girls Clubs will provide low cost, quality youth programs in a safe and positive environment. To accomplish this goal, we need your commitment to the policies and procedures in this handbook.

This handbook is intended to provide information about Boys & Girls Club policies and procedures to the parents of Club members. It is not a contract between parents and the Club and is subject to revision at any time, without prior notice, by the Boys & Girls Clubs of Benton and Franklin Counties.

History

Boys & Girls Club of America was founded over 140 years ago, and now dedicates its Club sites as safe places for children to learn and grow. As the fastest growing youth development organization in the United States, Boys & Girls Club provides enriching programs to over 3.3 million children and teens annually.

The Boys & Girls Clubs of Benton and Franklin Counties opened its doors in the fall of 1996 serving its first 100 children in Pasco. The Club provided a professionally staffed, multi-core program to youth ages 5 to 18. The Clubs are now reaching more than 3000 youth per year at several Tri-Cities sites.

As a private non-profit organization, the Boys & Girls Club is governed by a Board of Directors. Club programs are sustained by local fundraising campaigns, corporate partnerships, and local and state grant monies. In the past five years local businesses have provided over \$1,000,000 in cash or in-kind services.

Enrollment

Welcome to Club Care! Your Club Care child is automatically a member of the Boys & Girls Clubs of Benton and Franklin Counties which enables them to attend any and all of our Tri-Cities facilities. Club Care enrollment is open to elementary students in grades K-5, dependent upon the site, Kinder Club may be offered at a different location. Check with your Club Care Coordinator to be sure. You may enroll your child at the elementary site or through the Main Branch location. NOTE: Children who have not completed their first day of Kindergarten, regardless of age, are not eligible to register for the Club Care Program, but may enroll in Club Discovery Preschool located at our Main Branch.

We are a State Licensed Child Care Center, so the following must be submitted before your son or daughter can attend their first day:

1. Registration Form (please complete all spaces)
2. Certificate of Immunization (a Washington State requirement)
3. Permission and Release Form (for field trips, medical attention as needed, etc.)
4. Club membership fee (valid from first day of school to last day)

All information provided by you is strictly confidential. We will not release information on attendance, telephone numbers, addresses or family history to other parties without your full permission.

Washington State Child Care Licensing Laws limit the number of children that can attend our programs. Because of this, you will need to enroll your child for each of the school holidays including winter break, spring break and any other day public school is closed. All registrations are on a first-come first-serve basis. For children who come on a no school day and are not signed up in advance, an additional drop in fee will be applied, per day.

Hours and Contact Information

Administration Office Hours: 8:00am–5:00pm, Monday through Friday (located at 801 N. 18th Avenue, Pasco).

All Sites Contact Information

Before-School Club Care: 6:30am until school begins, Monday through Friday.

After-School Club Care: Immediately after school until 6:00pm, Monday through Friday. This includes early release Wednesdays and any other early release day's school lets out. The site closes promptly at 6:00pm.

All-Day Club Care: 6:30am–6:00pm. All-Day Club Care Programs will be offered on professional days and school holidays at the Main Branch 801 N. 18th Ave, Pasco.

Club Closure Days

Club Care and the Boys & Girls Clubs of Benton and Franklin Counties will be closed on the following holidays: Labor Day, Thanksgiving, and the day following Thanksgiving, Christmas Day, New Years Day, Memorial Day, and the Fourth of July.

Snow Delays and Closures

In the event of a 2-hour delay due to snow, Club Care will also be on a 2-hour delay opening at 8:30am instead of 6:30am. If school is cancelled, care will be provided at the Main Branch location only on a delayed start time. Please listen to the local radio station KONA if weather looks questionable. All Boys & Girls Club program information will be called into the radio station as well as posted on our website www.kidexpert.org.

Program Description

It is our goal to provide School Age programs that instill a sense of belonging, usefulness, influence and competence in the youth we serve. Club Care will offer a variety of activities that appeal to our member's wide range of ages and interests. The morning program will offer a relaxing atmosphere with table activities, designated breakfast area, and low-key games and challenges. The afternoon program will provide a structured set of activities including POWER HOUR and homework assistance, arts & crafts, recreation, nature & science fun, service learning, and more. Weekly activity schedules will be posted on the Club Care bulletin board.

CELEBRATION OF HOLIDAYS

The Boys & Girls Club is a non-sectarian organization and does not prescribe to any particular religious beliefs or practices. Holidays are often recognized and celebrated in a carnival fashion with games and activities that reflect the season. Information, rituals, and customs from many different cultures and belief systems are shared and celebrated. As a center, we like to recognize children on their birthdays and make it a special day for them.

Policies, procedures and fees of the Boys & Girls Club child care programs are subject to change as warranted by the needs of the program. Notice of any changes will be provided.

OPEN DOOR POLICY

Parents are welcome at our club anytime we have an open door policy and encourage parents to be a part of our programming whenever possible. Parents will not have unsupervised access to any other club members while visiting the program.

Field Trips

Parents will be notified when a field trip is planned. A sign up sheet will be available prior to the field trip. Price of field trips may be in addition to weekly fees and should be paid in cash on the day requested (a check cannot be processed in time to pay field trip fees.) Children will walk, take the Ben Franklin Transit or ride one of our Boys & Girls Club vans on field trips. When traveling in the van, children are required by law to wear their seat belt at all times, and children 9 years or younger, or 4'9" tall, are required to use a booster seat. A booster seat must be provided by the child's parent in order for them to participate in field trips that utilize this van. Van drivers meet the requirements of Washington State and the Boys & Girls Clubs of Benton and Franklin Counties.

Before each field trip a permission form will be distributed to parents indicating the day, time, price, location and special concerns regarding that particular trip. Only Club Care children who have permission slips will attend field trips.

Transportation Statement:

Parents are solely responsible for transporting their children to and from Club Care. At no time will children ride in personal cars of staff or volunteers.

Staff

Club Care is supervised by professional staff, including a Full-time Site Coordinator and Heather Robertson, the Vice President of Programs and Brandy Fortney, the Vice President of Operations. They will be your contact for all enrollment and program concerns. These individuals have met all requirements of Washington State's Child Care Licensing Guidelines, in educational background and experience with school-age children. Also on site will be part-time Boys & Girls Club Youth Development Professionals. All staff and volunteers will have work-related experience in education, social service or recreation fields. All staff and volunteers who interact with Club Care youth have passed police background checks in accordance with Washington State Child Care guidelines.

Sign-in & Sign-out Procedures

State law requires ADULTS to sign children in and out of licensed school age care programs (WAC 388-151-460). Further, state law does not allow children to sign themselves in and out of programs. Staff are responsible for signing them out in the morning when they go to school and signing them into the program in the afternoon when they return from school. Because our priority is safety for the children in our care, full documentation regarding release is important. We are limited by law and may not release your children to anyone without your written approval.

1. For a change in regular pick-up routine, written authorization indicating the full name of the person who will be picking the child up and the day they will be coming is required.
2. **When anyone other than the routine person is picking up a child, they will be required to show photo identification to one of the staff before leaving with the child.**

Fees

Fees are due on a weekly basis with payment for the upcoming week due on Monday. A \$10 late fee will be charged if payment is not received by Wednesday of that week. Pre-payment is required for private pay families. The co-payment for DSHS families will be due at the beginning of every month.

NSF: In the event a check is returned to us due to insufficient funds, a \$40 processing charge will be assessed.

In the event that a refund is needed you will need to request the refund from your site coordinator, and \$25 processing fee will be assessed.

If you have a credit on your account and would like for your credit transferred into another program offered by the Boys & Girls Club you can request it be done by asking your site coordinator this will be done for you with no additional fee.

*Cash is not accepted.

*The weekly discounted rate only applies if your child attends **all** five days of that week.

*If you fall behind on your payments, you will be denied care until payment is made in full.

*Unpaid balances will be sent to a collection agency.

Late Pick Up

Club Care closes promptly at 6:00p.m. If you will be late for any reason, call and inform the staff. It is essential that every child be picked up by 6:00 pm. Children who are not picked up promptly by 6:00 will be supervised by Club Care staff. A late fee of \$1.00 per child will be assessed for every minute or a fraction thereof after 6 pm.

Schedule Additions

Each month the parent or guardian is responsible to fill out a calendar for their child and turn it into the site coordinator. In the event that your child will be present on a day when he/she is **not** scheduled to attend, please notify your Club Care site as soon as possible. If notice is not received at least one hour prior to the time of drop-off, an additional \$2 charge will be incurred.

In the event your child will not be present on a day when he/she is schedules to attend, we will still need to know at least one hour in advance or regular fees will be assessed.

Parents should maintain their own records adequate for tax purposes if they wish to apply for child care credits or deductions.

Note: Federal Tax I.D. # is 91-1673327

Financial Assistance

It is the intention of the Boys & Girls Clubs of Benton and Franklin Counties to provide services to every child who needs it, regardless of the family's ability to pay. Families who

need assistance with their Club Care fees may apply for a Child Care Subsidy through the local Community Services Office at or 1020 N. Edison in Kennewick or 800 West Court Street in Pasco. Or, you may call the DSHS Call Center at 1-877-980-9140.

Dropping-Off and Releasing of Children

Children will be released only to their parents or another adult authorized in advance by the parents on the Membership Application/Emergency Form. If a child is to be picked up from Club Care by someone other than a parent or pre-authorized adult, there must be written or verbal permission from the parent/guardian. The individual will be required to show photo identification before the child will be released. A parent or authorized person must sign the child in before school and out after school. The parent or authorized person is also required to sign children in and out on no school days and during camp programs.

After-School Activities

Please notify the Club Care staff when your child will be participating in an after-school enrichment activity outside of the Boys & Girls Club such as sports or music program on school grounds. Inform the Club Care staff of the extracurricular activities so we can plan accordingly. When participating in non Boys & Girls Club activities your child will be responsible to check in with the Site Coordinator when the activity is over and they arrive at Club Care.

Please make arrangements with your child regarding what they should do if their after-school program is cancelled (i.e. go home or come to Club Care) and inform Club Care of your decision.

Unless you request otherwise, in writing, we will believe that you approve of your child receiving additional help from or assisting his or her teacher(s) during Club Care hours.

Early Dismissal and Cancellation of School

If school is dismissed early, due to severe weather or other emergencies, Club Care will not be open. Parents are responsible for making alternative arrangements. Please discuss your emergency plan with your children ahead of time.

Dress

On days when the weather is pleasant, Club Care may offer supervised outdoor activities. Please be sure your child is dressed appropriately for the weather. Boys & Girls Club programs are designed to encourage active play. Your child will be involved in physical activities and arts and crafts projects. If you prefer that your child wear dress clothes to school, please send play clothes along with your child to change into at Club Care. We recommend that you label your child's clothing. The Boys & Girls Clubs of Benton and Franklin Counties are not responsible for loss or damage to children's clothing and/or personal items.

Medical Emergency or Illness

If a child becomes ill during a Boys & Girls Club program, parents will be notified and asked to pick up the child as soon as possible. As per licensing guidelines of Washington State Department of Human Services. The following illnesses will exclude your child from services. Your child may return 24 hours after the first dose of medication or is accompanied by a doctor's note clearly stating it is appropriate for your child to return.

- ◆ Diarrhea (3 or more times in 24 hours)
 - ◆ Vomiting (2 or more times in 24 hours)
 - ◆ Body rash (not from diapering, heat or allergies)
 - ◆ Pink eye or eyes with pus or mucus draining from them
 - ◆ Sore throat-especially with fever or swollen glands
 - ◆ Lice and nits
 - ◆ Scabies
 - ◆ Pertussis (whooping cough)
 - ◆ Unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.
 - ◆ Fever of 101 degrees or more AND any of the other listed symptoms.
- If any of these symptoms are exhibited while in our care you will be required to pick your child up **immediately**.

In the event of a medical emergency or accident, staff will attempt to contact parents or legal guardians. If parents or guardians cannot be contacted, staff will take whatever emergency medical measures necessary for the care and protection of the child. By signing the Membership Application/Emergency Form, you are giving the Boys & Girls Clubs of Benton and Franklin Counties staff authorization to take emergency medical measures.

If your child should receive a minor injury, he or she will be given first aid and you will be notified of the type of first aid given when you come to pick up your child.

The Boys & Girls Club does not carry health insurance coverage for its members. Please list your child's medical insurance provider on the Membership Application/Emergency Form.

Use of Medication

When a child requires medication during program hours as directed by a physician, a site Coordinator will administer the prescribed medication only if written instructions and authorization from the parent/guardian are provided on a Request for Staff to Dispense Medication form. Please be sure that medications are stored in original containers and clearly labeled with:

1. Child's Name
2. Name and Strength of medication
3. Directions, time, dosage and method of administration
4. Length of time to be given

Expectations of Student Conduct

Every Boys & Girls Club member is expected to respect peers, staff, and equipment. Our primary method of discipline is to reinforce positive behavior, teaching children strategies for successful relationships with peers and rewarding displays of good character. At no time will any physical means of discipline be used at Club Care. If a child is experiencing behavioral problems the Site Coordinator will share those concerns with the child's parent, and suggest ways to increase positive behavior at Club Care. Children who physically or verbally abuse staff or peers will not be allowed to continue Club Care.

Removal from the program

We reserve the right to suspend any child for disciplinary reasons. Complete documentation and a letter of explanation stating our reasoning will be available at the time of suspension. In such cases, tuition will not be refunded.

Snacks and Lunches

Following licensing requirements, we provide an afternoon snack daily. Each snack contains two of the four food groups. If your child has special dietary needs or restrictions you should send special snacks for your child and alert the Site Coordinator of your child's special situation.

*Those attending the Kinder program receive a morning snack.

Children must bring their own lunches, including their beverage, when attending full day programs such as camps or no-school days. If children do not bring their own lunch, we will provide a lunch for a \$5.00 fee. Snack will be provided in the morning and afternoon during All-Day Club Care.

It is the intention of the Boys & Girls Club to offer exceptional service to the families of our Club Care programs. We want every child in the Club Care program to feel comfortable in the environment we provide. Please call the main Boys & Girls Club office at 543-9980 to voice your comments, questions, concerns or suggestions. We need your help to ensure the best possible Club Care experience!

Parents

Parents please sign, date and return this page with your child's registration packet at time of enrollment. This is in acknowledgement of receiving Boys & Girls Club Parent Handbook for 2011-2012.

Print Child's Name

Parent Signature

Date

RETURN THIS PAGE AT TIME OF ENROLLMENT.