



BOYS & GIRLS CLUB
OF RUTLAND COUNTY

Boys & Girls Club of Rutland County Family Handbook School Year 2021-2022

Contact Information

Merchants Row Club: **802-747-4944**
David Woolpy - Executive Director
Courtney Santor– Director of Operations

75-77 Merchants Row
PO Box 636
Rutland, VT 05702
www.rutlandbgclub.org
FACEBOOK: BOYS & GIRLS CLUB OF RUTLAND COUNTY

WELCOME to the Boys & Girls Club of Rutland County. We are excited to have your child be a part of our program. We hope that this handbook will inform your family of Club policies that allow us to fulfill our mission: **To inspire all young people, especially those who need us most, to reach their full potential as productive, responsible and caring citizens.**

CLUB'S PHILOSOPHY: Our goal is to provide every child with the essential tools needed for a successful and bright future. Our Boys & Girls Club provides a safe place to learn and grow; ongoing relationships with caring, adult professionals; life-enhancing programs and character development experience; and a sense of hope and opportunity. The Club's programs and services promote and enhance the development of children by instilling a sense of competence, usefulness, belonging and influence. The Boys & Girls Club addresses all these elements in our Five Core Program Areas: Character & Leadership Development; Education & Career Development; Health & Life Skills; The Fine Arts; and Sports, Fitness and Recreation.

CLUB HOURS: The Clubs are open Monday through Friday from 2:30pm to 6:30pm on school days, and Monday through Friday on school vacation days 7:30 am – 5:30 pm, times vary (School Sites are CLOSED on vacation days).

SNOW DAY/SCHOOL CLOSING POLICY: The policy of the Boys & Girls Club is that if Rutland City Public Schools are closed then the Club is closed for the day. However, we reserve the right to close the Club on other days if we believe weather conditions are unfavorable. Every effort is made to ensure that the youth are made aware of the Club closure for a Snow Day. If the Club decides to close early due to inclement weather, the youth will be informed as soon as they arrive so they can make appropriate arrangements.

LOCATIONS: Our Merchants Row facility is located at 75 Merchants Row in downtown Rutland, where we have more than 4,000 square feet of space. The site has a Junior Club for ages 5-12. Club features an education center, art room, games-room, kitchen, snack bar, and more. We just opened a new site at Fair Haven Grade School, Castleton Elementary School, Orwell School, and Benson School. These sites are open Monday through Friday 2:30 pm – 6:30 pm. We also have a site in Barstow Memorial School at 223 Chittenden Road, Chittenden, VT 05737. We are open here for Juniors Monday through Friday 2:30 pm – 6:30 pm.

PROGRAM STAFF: Every one of our staff members is a qualified and experienced youth development professional. Each program area at the Club has a Program Coordinator who is assisted from time to time by a variety of other staff, volunteers and Junior-Staff-in-training. Please feel free to speak with any of our staff members, as we encourage parents to take an active role in the life of our Club. Also feel free to read more about the Staff at our website: www.rutlandbgclub.org. All staff are mandatory reporters, which means we are required by law to contact the department of children and families of any suspicion of child abuse or neglect within 24 hours.

MEMBERSHIP: To become a Boys & Girls Club of Rutland County Member, a membership form must be filled out and signed by a parent/guardian and a copy of their immunization records are required. All membership information is confidential and only accessible to staff, police, or parent/guardian. Files are maintained in a secured filing cabinet.

LICENSED CHILD CARE ACTIVITIES FOR JUNIORS: The Club is open for child care activities Monday through Friday from 2:30-6:30pm. Licensed time includes a daily snack, homework help, dinner, and art projects. Our summer program runs Monday through Friday 7:30 am-5:30 pm. The summer camp

licensed time includes a daily breakfast, lunch, snack, swimming, tennis, rock climbing, and much more. The licensing regulations can be found at the following website: <http://dcf.vermont.gov/cdd> or a copy of the licensing book can be found on our sign in desk.

BGCRC's child care program runs all year around for youth aged 5 to age 12. You may register your child for any combination of days, though be aware that **each day will be capped at 45 youth aged 5 - 12.**

BGCRC's child care program follows all child care licensing regulations including the presence of persons prohibited by these regulations and the use of pesticides as part of a least toxic integrated pest management.

Any complaints regarding the welfare of children should be made to the child care consumer line at 1-800-649-2642 or can be filed online using the bright futures information system.

PAYMENT FOR LICENSED CHILD CARE: We charge \$75 for a single week of child care for Boys & Girls Club members. The actual cost for a single week of child care is closer to \$150, but the Boys & Girls Club scholarships \$90 per member each week to help us fulfill our mission of making quality child care as accessible to as many Rutland youth as possible. We also offer a daily rate of \$17.50 per day for those parents who may not need child care every day.

Payment for child care time is due in advance, on the first Friday of every month. A bill for the upcoming month will be sent out two weeks prior to your due date. Failure to make complete payment or arrangements for payment may result in cancellation of enrollment. Please let us know if you need additional time to pay as soon as possible. (Scholarships are available, but the process takes time.)

We require at least one week's notice for cancellation of child care dates that you have preregistered for. You will be charged for cancellations made less than one week before from the date because we reserve your child's space ahead of time. If you cancel with at least one week's notice, standard procedure is to give you a credit for that day on your next bill.

FAMILY DISCOUNTS: If you are paying full price, please ask Courtney Santor or David Woolpy about a discount for additional family members. Typically, a second child in the program is half-price, with the third child and beyond at a further reduced price of 25%.

SCHOLARSHIPS & CHILD CARE SUBSIDY: We realize that some families may not be able to afford our new child care rates. Additional limited, need-based scholarships are available. We also accept the child care resource subsidy for those who qualify. To qualify for a need-based scholarship, families must first apply for the child care subsidy through VAC. Please speak with Courtney Santor for more information regarding the child care subsidy. Scholarships are on a first-come, first-serve basis, so please ask or sign up as early as possible.

ACCEPTANCE ENROLLMENT POLICY: The Club's school year child care program is offered to children aged 5-12. Enrollment is capped at 45 youth per day. Our normal staff to child ration is 1:10, though with volunteers and support staff the ratio is usually smaller than that. Modifications of these programs to accommodate the needs of people with disabilities, including assignment of additional staff, may be made where such modifications are reasonable and necessary, and do not result in an undue burden on the Club. Results for modification or auxiliary aids should be made as far in advance as possible. The Club's programs aim to provide for the safety, well-being, development and success of each child

enrolled. For this reason, the Club has set forth the following policy which must be adhered to and supported.

ACCEPTANCE ENROLLMENT POLICY: The Club's programs are offered to youth 5-12 years old. Modifications of these programs to accommodate the needs of people with disabilities, including assignment of additional staff, may be made where such modifications are reasonable and necessary, and do not result in an undue burden on the Club. Results for modification or auxiliary aids should be made as far in advance as possible. The Club's programs aim to provide for the safety, well being, development and success of each child enrolled. For this reason, the Club has set forth the following policy which must be adhered to and supported.

NOTICE OF NONDISCRIMINATION: In accordance with all relevant laws and regulations, the Boys & Girls of Rutland County does not discriminate on the basis of race, color, national origin, handicap, age, or sex, in admission or access to, or treatment or employment in, its programs and activities.

PARENT/STAFF COMMUNICATION: Good communication between parents and their child's caregivers is essential to provide the best possible care for each child. The format of communication may be formal or informal. **It is vital that you inform us of changes in your child's life that may affect behavior.** Changes at home include moving, hospitalization of a sibling or parents, alterations in the parents' relationship, or a death in the family. Home issues influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. **In addition, always notify Club Staff as soon as possible with any updates in address, phone numbers, emergency contact or physician prescribed medications.**

RESPECT: The Boys & Girls Club would like to create a community of caring, responsible, and respectful youth. It is our belief that children are never to be embarrassed in front of others. When discipline is required, it is done in private between child and staff. It is not our goal to bring attention to negative behavior. Our goal is to respect each child in our program, even those who may require positive discipline. The Club will do all we can to ensure that the environment at the Club is one in which staff and youth feel safe and respected. Any child who continuously shows a lack of respect for others through their words or actions may be asked to leave the program. We ask parents to work with us in ensuring that each child understands the importance of mutual respect and that this policy is for their benefit, as well as for the benefit of others.

DISCIPLINE POLICY AND PROCEDURES: The Club believes that discipline should always be a learning experience, not a humiliating one. One of the goals of the Boys & Girls Club is to turn negative, destructive behaviors into positive, productive outcomes. It is our goal to have all youth learn and practice conflict resolution skills, work together to resolve their differences, and develop positives alternatives to bickering, bullying and fighting. The Club's policies and procedures are based on professional youth development research. Given that there is a wide spectrum of approaches and philosophies to child development, the Club recognizes that our practices and policies may be different than parents' or guardians'. While children are in the care of the Club, we expect parents and guardians to support our efforts. Should disagreements arise, the Club will make every effort to work with members and families to resolve these differences. However, should these differences prove irreconcilable, it may be the Club's recommendation that other services be sought that better fit their child's needs or are more aligned with the family's beliefs.

Many discipline problems can be avoided if preventative discipline is incorporated into the program. Preventative discipline involves rules, informing children of the consequences of their choices, follow through, consistency, and redirection.

The Club's discipline policy encompasses safety and respect – safety of oneself and those around him/her, and respect of other people and their property as well as materials and equipment. Whenever possible, our members will discuss and help develop our rules. Rules will be few in number and written in a positive manner. Rules will be posted in an appropriate area so that new children can be consistent in following them. **Members and parents should understand that repeated violation of established rules could result in loss of membership where no refund of membership dues will be granted.**

CLUB RULES:

- Respect the rights of others (members, staff, volunteers, community).
 - Do not destroy or steal Club/community property.
 - Treat others as you wish to be treated.
 - Help keep our Club safe.
 - Make smart and positive choices and have fun!
1. If you choose to not follow the **Rules**, you will receive a **Verbal Warning**.
 2. If you continue to not follow the **Rules**, you will receive a **Written Warning**.
 3. If staff must speak to you again that day about failure to follow the rules, you will be given a **Strike** and you will be suspended from the Club **for the remainder of the day**. (And *possibly* the next day depending on when you received your strike.)
 4. If you receive a **Fourth Strike** on your record, you will be asked to leave the Club **for one week**
 5. If you receive a **Fifth Strike** on your record, you will be asked to leave the club **for one month or longer and a meeting with the parent will need to be scheduled in order for you to return**.

If your child receives a Strike every effort will be made to contact you concerning your child's behavior. For lesser offenses certain club privileges may be taken away as a consequence. For more serious offenses, your child should be picked up immediately or they will have to skip the next day of Club. (A strike received after dinner usually results in having to miss the next day of Club.) If they do not have written permission to walk home and cannot be picked up promptly, they will be supervised in the Unit Director's or the Executive Director's Office until alternate arrangements can be made.

Certain offenses may warrant **an automatic strike**, without prior warnings. The following are of such a serious nature that youth who exhibit these behaviors may be asked to leave the Club immediately:

- Gross Disrespect to staff, other youth, or members of the community.
- Pushing, shoving, or other aggressive physical contact.

Also, the Club will **automatically give two strikes and immediate removal/suspension** from the Club for one week for the following:

- Physical Violence/Fighting
- Possession of Drugs, Alcohol or Tobacco
- Possession of Weapons (of any sort)

- Community Disturbances, both inside or outside the Club

Youth may earn back a **Strike** with **One Month Strike-Free** behavior. This allows youth restore their good standing in the Club with positive behaviors.

CONTRACTS: After a Third Strike suspension for one month, youth are invited to return to Club under a contractual basis. The staff of the Boys & Girls Club will make every effort to integrate your child back into the daily life of the Club by working with you and your child on developing a contract for your child to follow once their suspension is over. The contract is a way for youth be made aware of staff expectations and commit to positive behaviors while at the Boys & Girls Club. After one further month of strike-free and positive behaviors, youth under contract may have some or all of their Club-time privileges restored.

NON-NEGOTIABLE/OR IMMEDIATE SUSPENSION: The Club may take immediate steps to suspend a member or terminate a membership if we deem that behavior was serious enough, that the child was aware of the consequences of such behavior, and/or that the child's behavior puts themselves of others at risk.

CLUB SEARCH POLICY: In order to provide youth with a safe environment, the Boys & Girls Club of Rutland County reserves the right to search any individual that enters the building as well as their belongings. If anyone should refuse, staff reserves the right to ask them to leave immediately.

CHILD CARE ENVIRONMENT AND ATTENDANCE: The Boys & Girls Club Licensed Child Care program is highly structured program. **Children are not allowed to come and go as they please.** Upon arrival the children are required to sign in on paper and through our kidtrax scanner. With parental permission, your child may sign out at the time you designate. If your child will not be attending part or all of the day, it is the parent's responsibility to communicate this to Club staff member as soon as they know. (For example, should your child have a doctor's appointment and miss the first hour of Club, please let us know when you pick them up on the day before.) If your children's attendance becomes sporadic without significant reason, their placement in the program may be jeopardized.

PICK-UP: Because our staff members work very hard each and every day and are only on payroll until 6:30pm, **all children must be picked-up at or before 6:30pm.** If, for any reason, a parent/guardian is not able to pick-up the youth by 6:30pm, the parent should call the Club by 6:00pm and inform a Staff Member of alternate arrangements. If the parent/ guardian has made arrangements for another person to provide pick up, the parent must notify the Club of this change in person, by phone or by note. If a child is not picked up by 6:30pm, staff will call the emergency contact number. If the emergency contact number(s) cannot be reached we reserve the right to contact the Rutland Police Department. Out of respect for our Staff, we have adopted the following tardiness policy:

1. Parents will be charged a Late Pick-Up Charge of \$5 per child every 10 minutes past 6:30pm (according to the clock on the Front Desk computer).
2. Youth will not be allowed back into Club until the Late Pick-Up Charge has been paid.
3. There will be no exceptions or warnings. If you are late for whatever reason a late charge will be issued. A "no exceptions" policy makes it easier for us to apply the late policy to everyone consistently and fairly. We do not want any parent to receive special treatment or favors whereas other parents may not.

If you give your child permission to walk home at the end of the night, it must be in person, by phone, or in writing (signed and dated).

EMERGENCY PROCEDURES: If a child is injured, the Executive Director or Unit Director will take whatever steps necessary to obtain emergency medical care. These steps include, but are not limited to, the following:

1. Attempts to contact the parent or guardian.
2. Attempts to contact a parent through the emergency contact person(s).

If we cannot contact the parent/guardian, or if the situation warrants, we will do one of the following:

1. Call 9-1-1.
2. Have the child taken to an emergency hospital in the company of staff, with Club membership form listing parent/guardian contact information and medical conditions.

MISSING CHILD PROCEDURE: If a child is not in attendance that is still checked in, staff will take the following action:

1. All members will be brought together for special attendance, while other staff searches the immediate area for the child. Regular Club programming will be suspended until the child's whereabouts are ascertained.
2. Staff will check phone and mailbox messages to see if a parent has notified the Club of their child's absence.
3. If there are no messages and the child's whereabouts have not been determined, staff will immediately call the parents to ascertain the whereabouts of the child. If parents cannot be reached, all other emergency contact names will be called.
4. Steps 1-3 will be repeated until the whereabouts of the missing child are discovered. If parents and emergency contacts cannot be reached, the Club may call 9-1-1 to help find the whereabouts of the child.

Evacuation Procedure: (School based sites adopt the school's procedures) In case of any need to evacuate the building (fire, natural disaster, etc.), staff will take the following action:

1. Pull the nearest fire alarm.
2. Notify all staff/children to get to the closet exit.
3. Exit the building and go to the ACA Bloomer building lobby with the sign in log & First aid back pack.
4. Call 9-1-1, Rutland Fire Dept.
5. Notify all parents (Our first aid back packs contain a binder with all contact information for each participant.)

Lock Down Procedure: (School based sites adopt the school's procedures) Staff will take the following action:

1. Director or Administrator declares a lock down
2. Take sign in log & first aid backpack.
3. Move children & Staff to:
 - a. The kitchen area and close and lock the door. Or
 - b. The art room, close and lock the doors and move everyone to the back of the room away from the door.
4. Call 9-1-1, Police and notify parents.

IMMUNIZATION: For licensed child care participants, all youth must have an immunization report form on file which is completed (showing types and dates of immunizations), dated and signed by a physician licensed to practice medicine or osteopathy which attests that the child has been immunized in accordance with the schedule of immunization determined by the Vermont Department of Health or, a statement which attests that the child has not been immunized for medical reasons or moral or religious rights.

ADMINISTERING MEDICATION: The Club does not administer medication or store medication.

ILLNESS: For safety reasons, children may not take part in Club programs when they have a contagious illness, a high fever, vomiting, diarrhea or a bad cold. Parents will be called to come and get their child if s/he exhibits any of these symptoms. Children who have runny noses or slight coughs, but are otherwise fine, may attend the program. Unless prior arrangements are made by a parent/guardian, if a child does not attend school s/he for any reason is not allowed to attend the program for that day. (If your child has a mentor through the Club, they are still able to stop by the Club, but only to meet with their mentor.)

HEAD LICE: The Club makes every effort to reduce the risk and exposure of its members to head lice. We thoroughly clean the building each day, and do our best to minimize physical contact between children. Additionally, we provide head checks for every child periodically through the school year program. If a child is discovered to have lice or nits, the family will be asked to come and get the child and treat the child's head, personal belonging and home environment. **The child's head will need to be checked by a staff member and be lice/nit free before returning to the program.**

PHONES: In case of emergency, a staff member will call home. Phone calls to Club members will be accepted from parents, guardians or family members only. Peers of Club members may leave messages, but will not be able to use the Club's phones to talk to Club members in the building. Members are allowed cell phones, but are asked to keep conversations to a minimum while at the Club. Additionally, Club members are not allowed to share cell phones with other members. Staff members recognize that many parents/guardians use cell phones to keep in contact with their child throughout the day. However, we ask our members to be respectful of others around them, and interact with Club staff and Club members as often as possible. The Club phone located at the Front Desk is only to be used to call for picked up or in case of emergencies. Plans to leave the Club with friends should be arranged before arriving at the Club and are not to be scheduled using the Club phone. Abuse of cell phones rules could result in a phone being confiscated for the day. In the result of confiscation, cell phones will be returned when the child signs out for the day.

VISITORS: All visitors, including parents, volunteers, mentors and board members, are required to check in at the Front Desk upon arrival. Visitors must sign in on the Visitor's Log and put on a name tag. No one is allowed beyond the Front Desk without first checking in with Front Desk personnel.

WHAT NOT TO BRING TO CLUB:

- Alcohol/Tobacco/Matches/Lighters
- Knives/weapons (of any kind)
- Fireworks or firecrackers

- Jewelry or other Valuables
- Junk Food

Energy Drinks of any kind are not allowed. This includes coffee drinks, Red Bull, Monster, etc., Vitamin Water Energy, and Mountain Dew. Staff reserves the right to make additions or subtractions to this list and youth will be informed of the changes.

Junior Club Members are not allowed to bring the following items to Club:

- PSPs/DSs
- MP3 Players/CD Players/Walkman
- Other Handheld Portable Electronics (including cell phones)

Field Trips

Our staff regularly take the children on field trips throughout the year and during our summer program. Parents/Guardians will be notified at least 24 hours in advance for these trips and will receive written information on the whereabouts of the trip and transportation information. During the summer we take the kids to White's pool three days a week. During the swimming days the ratio is 1:5 at the pool and there are always lifeguards posted around the pools.

BGCRC ACTIVITY SCHEDULE – SUMMER CAMP

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30-9:00	Free Time				
9:00-9:30	Breakfast				
9:30-9:45	Morning Assembly				
9:45-10:00	Playground (Basketball, 4-Square, Chalk Art)	Soccer	<i>Park</i>	<i>Tennis</i>	<i>Art</i>
10:00-10:30					
10:30-11:00					
11:00-12:00	<i>Field Games</i> (Sharks & Minnows / Steal the Bacon)				
12:00-12:15	Travel to BG Club	Lunch	Travel to BG Club	Lunch	Travel to BG Club
12:15-1:00	Lunch		Lunch		Lunch
1:00-3:00	<u>OPEN Club</u>	<u>12:00-3:00</u> Pool	<u>Summer Brain Games</u> & <u>Smart Moves</u>	<u>12:00-3:00</u> Pool	<u>Cooking</u>
3:00-5:30	Snack & Check-Out				

BGCRC ACTIVITY SCHEDULE – SCHOOL YEAR

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2:30-3:30 Check-In/ Snack	Sign in, Wash hands, & Have Snack				
3:30- 4:00	Power Hour (Homework Support)				
4:00-4:45	Games	Smart Moves	Legos	Smart Moves	Games
5:00-5:30	Dinner				
5:30-6:30	Open Club (Screen Free Thursday)				
6:30	Close				

TOPICAL LOTION/NON-PRESCRIPTION MEDICATION PERMISSION FORM

I give permission for the Boys & Girls Club of Rutland County to use the following products on my child, _____, when appropriate. I understand that the products will only be used as instructed on the container, and must in the original container that contains those instructions. If I provide the non-prescription medication I understand that the container shall be labeled with my child's name.

___ Sunscreen: _____ (Name of product)

___ Insect Repellent: _____ (Name of product)

___ First Aid cream/lotion/spray: _____ (Name of product)

___ Sunburn relief spray/lotion/gel: _____ (Name of product)

___ Hand/body lotion: _____ (Name of product)

___ Other: _____ (Name of product)

___ Other: _____ (Name of product)

Special instructions or notes:

PERMISSION & UNDERSTANDING STATEMENTS

I understand that every effort will be made to contact me in case of emergency. I hereby authorize the Boys & Girls Club of Rutland County to obtain emergency medical care for my child _____ . In addition, if my child requires emergency medical transportation is required, I authorize my child to be transported.

___ I authorize my child (_____) to participate in swimming activities.

___ I authorize transportation to be provided. I acknowledge that the Boys & Girls Club has provided me with a general description detailing types, frequency and sample destinations when children may be transported.

___ I authorize my child (_____) to participate in walking trips.
