



# **BOYS & GIRLS CLUBS OF NEW ROCHELLE**

PARENT HANDBOOK

## **GREAT FUTURES START HERE.**

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Website: [bgcnr.org](#)

Welcome to the Boys & Girls Club of New Rochelle! We are excited to have your child as a member of our afterschool program. This handbook is intended to be helpful and provide general information for parents and members. Inside, you will find information on membership, policies, procedures, programs, activities, and events. We look forward to working with you and your children, knowing that together we will make our community a better place because ***GREAT FUTURES START HERE!***

### Mission Statement

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

### Who We Are

Research studies indicate that regular participation in out-of-school time programs is positively associated with academic success and other benefits for children and youth.

The Boys & Girls Club of New Rochelle can provide:

- Increase in social competence, communication skills, and problem-solving skills
- Improve academic achievement
- Decrease in school dropout rates
- Reduce antisocial behavior, drug, and cigarette use.

At the Boys & Girls Club of New Rochelle, we have been providing a safe, structured and positive environment for youth, ages 6 to 18, for 93 years now. We do not only provide a haven for youth but, we help youth to develop the attitudes, skills, values and behaviors that enable them to succeed in life. We currently have 17 locations throughout the New Rochelle School District and the Mamaroneck and Ossining Union Free School Districts. We impact almost 2,000 youth every year by offering a wide array of programs and services including after-school, before-care, after-school electives and summer programming.

## After-School/Club Locations

Boys & Girls Club- A.E. Mascaro Clubhouse 79 Seventh Street New Rochelle, New York 10801	Boys & Girls Club - Columbus Elementary School 275 Washington Ave. New Rochelle, New York 10801
Boys & Girls Club- Remington Clubhouse 116 Guion Place New Rochelle, New York 10801	Boys & Girls Club- Jefferson Elementary School 131 Weyman Avenue New Rochelle, NY 10805
Boys & Girls Club- Trinity Elementary 180 Pelham Road New Rochelle, New York 10805	Boys & Girls Club- Murray Avenue School 250 Murray Avenue Larchmont, New York 10538
Boys & Girls Club- William B. Ward Elementary School 311 Broadfeild Road New Rochelle, New York 10804	Boys & Girls Club- Central School 1100 Palmer Ave, Larchmont, New York 10538
Boys & Girls Club- George M. Davis Jr. Elementary School 80 Iselin Dr New Rochelle, New York 10804	Boys & Girls Club- Chatsworth Avenue School 34 Chatsworth Ave Larchmont, New York 10538
Boys & Girls Club –Albert Leonard Middle School 25 Gerada Ln. New Rochelle, NY 10804	Boys & Girls Club- Mamaroneck Avenue School 850 Mamaroneck Ave Mamaroneck, New York 10543
Boys & Girls Club – Isaac E. Young Middle School 270 Centre Avenue, New Rochelle, NY. 10805	Boys & Girls Club – Park Elementary School 22 Edward St. Ossining, NY 10562
Boys & Girls Club – New Rochelle High School 265 Clove Rd. New Rochelle, NY 10801	Boys & Girls Club - Claremont Elementary 2 Claremont Rd Ossining, New York 10562

### Hours of Operation:

**After School**  
M-F 3PM-6PM

**Before Care**  
M-F 7AM-Start of School

**Electives**  
M-F 3:15PM-4:15PM

## **Club Closings & Half Days**

Half-Day Program is a \$28 fee for the day. This includes lunch, a snack and a beverage. The program operates from dismissal to 6pm. Half-Day registration links will be provided to all parents/guardians by your Site Director. Half-Days are eligible at all school sites. For Clubhouses, please inquire with your Site Director.

## **Licensing:**

The Boys & Girls Club of New Rochelle is licensed under the Office of Children and Family Services (OCFS). Therefore, the program is responsible for abiding by the regulations set by OCFS. Below you can find a link to the SACC (school-aged childcare) regulations.

<https://ocfs.ny.gov/programs/childcare/regulations/>

## **Child Health:**

The Boys & Girls Club of New Rochelle cares for “well children” according to the definition recognized by the Office of Children and Family Services. To maintain a healthy environment, sick children will not be permitted in the Club. If a child becomes ill during programming, a parent, guardian, or authorized person will be called to pick up the child. In case of a communicable illness (ringworm, pink eye, lice, chicken pox), the member will not be able to return until the Site Director has received a release note from the doctor. Below you can see the criteria for the exclusion of children who are ill.

- The child is too ill to participate in program activities.
- The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.
- An acute change in behavior – this could include lethargy/lack of responsiveness, irritability, persistent crying, difficult breathing, or having a quickly spreading rash.
- Fever:
  - o Temperature above 101°F [38.3°C] orally, or 100°F [37.8°C] or higher taken axillary (armpit) or measured by an equivalent method, AND accompanied by behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea, breathing difficulty or cough).
- Diarrhea:
  - o If the diarrhea is causing soiled pants or clothing.
  - o Blood or mucous in the stools not explained by dietary change, medication, or hard stools.
  - o Confirmed medical diagnosis of salmonella, E. coli, or Shigella infection, until cleared by the child’s health care provider to return to the program.
- Vomiting more than two times in the previous 24 hours, unless the vomiting is determined to be caused by a non-infectious condition and the child remains adequately hydrated.

- Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness.
- Mouth sores with drooling unless the child's health care provider states that the child is not infectious.
- Active tuberculosis, until the child's primary care provider or local health department states child is on appropriate treatment and can return.
- Streptococcal pharyngitis (strep throat or other streptococcal infection), until 24 hours after treatment has started.
- Head lice until after the first treatment (note: exclusion is not necessary before the end of the program day).
- Scabies, until treatment has been given.
- Chickenpox (varicella), until all lesions have dried or crusted (usually six days after onset of rash).
- Rubella, until six days after rash appears.
- Pertussis, until five days of appropriate antibiotic treatment.
- Mumps, until five days after onset of parotid gland swelling.
- Measles, until four days after onset of rash.
- Hepatitis A virus infection, until the child is approved by the health care provider to return to the program.
- Any child determined by local health department to be contributing to the transmission of illness during an outbreak.
- Impetigo, until treatment has been started.

Our staff **may not** under any circumstances administer any medication to our club members.

### **Immunizations:**

Each child must receive vaccines according to the current schedule published on the Web sites of the CDC ([www.cdc.gov/vaccines](http://www.cdc.gov/vaccines)) and AAP ([www.aap.org/immunization](http://www.aap.org/immunization)) unless the child has a documented medical or other legally allowable exception. **All parents/guardians must provide BGCNR with the members' immunization records at least two weeks prior to the start of the program.** The member **cannot attend** our program if their immunization records have not been received by the Site Director (BGCNR will accept a copy of the immunization records that are given to the school).

### **Sharing of Pertinent Health Information:**

With consent from the child's parent/legal guardian, the Boys & Girls Club of New Rochelle shares health information necessary to the care of the child with health and education professionals involved with the child's care.

### **Children with Special Health Care Needs Including Allergies:**

Children with special health care needs means children who have chronic physical, developmental, behavioral or emotional conditions expected to last 12 months or more and who require health and related services of a type or amount beyond that required by children generally.

- Any child identified as a child with special health care needs including allergies **must fill out** an Individual Health Care Plan which will provide all information needed to safely care for the child. This plan will be developed with the child’s parent and health care provider.

- All children who have allergies **must fill out** a “Medication Consent Form” an “Individualized Health Care Plan” and a “Individual Allergy and Anaphylaxis Emergency Plan”. This **must be submitted** to the Site Director two weeks prior to the start of the program. The member **cannot attend the program** without the before-mentioned forms.

- All members who have allergies **must submit** the three forms above and the required medication (Epinephrine Auto-Injectors, Diphenhydramine in Combination with the Epinephrine Auto-Injector, Asthma Inhalers, and Nebulizers) to the Site Director of the program.

- If your child is not highly allergic and does not require Epinephrine Auto-Injectors, Diphenhydramine in Combination with the Epinephrine Auto-Injector, Asthma Inhalers, and Nebulizers a **medical note** must be provided. It must clearly state that the member does not require Epinephrine Auto-Injectors, Diphenhydramine in Combination with the Epinephrine Auto-Injector, Asthma Inhalers, and Nebulizers for such allergy.

### **First Aid and CPR Training for Staff:**

The Boys & Girls Club of New Rochelle ensures that at least two staff members involved in providing direct care have documentation of satisfactory completion of pediatric first aid and cardiopulmonary resuscitation (CPR) training that is renewed as required by the organization providing the training. Cardiopulmonary resuscitation training must include demonstration, practice, and return demonstration to ensure that the technique can be properly performed in an emergency. Personnel files of the facility hold the documentation of successful completion of pediatric first aid and CPR training. A staff member who is certified will be on site at all times.

### Daily Health Checks:

A daily health check will be done on each child when he/she arrives at the program and whenever a change in child's behavior and/or appearance is noted. The following will be checked:

1. Child's behavior: is it typical or atypical for time of day and circumstances?
2. Child's appearance:
  - Skin: pale, flushed, rash (feel the child's skin by touching affectionately).
  - Eyes, nose, and mouth: note color; are they dry or is there discharge? Is the child rubbing eye, nose, or mouth?
  - Hair (In a lice outbreak, look for nits within." of the scalp.)
  - Breathing: normal or different; cough
3. Check with the parent:
  - How did the child seem to feel or act at home?
  - Sleeping normally?
  - Eating/drinking normally? When was the last time the child ate or drank?
  - Any unusual events?
  - Bowels and urine normal? When was the last time the child used toilet, or was changed?
  - Has the child received any medication or treatment?
4. Any evidence of illness or injury since the child was last participating in child care?
5. Any indications of suspected child abuse or maltreatment?

Children will be monitored throughout the day. A child who develops an illness while in care will be pulled aside by a Youth Development Professional (YDP). YDP's will then inform the Site Director. Parents will be notified immediately of any change in the child's condition or if the care of the child exceeds what the program can safely provide. If necessary, the program will make arrangements with the parents for obtaining medical treatment. If a parent cannot be reached or if the child's condition warrants, emergency medical treatment will be obtained without delay by calling 911. The Site Director will accompany the member to urgent care.

### **Updating and Verifying Emergency Contact and Health Information:**

If there are any changes to the emergency contact and health information of your child, then the following changes must be communicated with the program as soon as possible. This information includes work addresses and emergency phone numbers or other means of rapid contact for parents/legal guardians and two alternate emergency contacts, and health information relevant to care in an emergency. The program will verify by calling the numbers given.

### **Mandated Reporters of Child Abuse or Neglect:**

Teachers/caregivers and most others who are in any way involved in a program that cares for children are mandated reporters of suspected child abuse and neglect, no matter where the child maltreatment occurred. Anyone in the facility who thinks child abuse or neglect has occurred must report this suspicion to the child abuse reporting hotline. The phone number for the child abuse hotline is 1-800-342-3720. The person making the report will follow the guidance of the child protective services agency concerning notification of the parent/legal guardian of the child involved in the report and any further reporting required by law. No disciplinary or retaliatory action is taken against anyone who makes a report of suspected child abuse or neglect unless a false report was knowingly made.

Staff members who are alleged to be perpetrators of child maltreatment may be suspended or given leave pending completion of an investigation or may be removed from contact with children and given a job that does not require interaction with children.

The Site Director informs parents/legal guardians of children who may have been victims of maltreatment in the facility and parents/legal guardians of other children in the program that an unconfirmed concern about child maltreatment is being investigated. This information will not mention the names of the parties involved. As part of the information, the staff member making the contact invites parents/guardians to share any concerns they have had about the care of their own children. No accusation or affirmation of guilt is made until the investigation is complete. Any teacher/caregiver found guilty of child maltreatment will be dismissed.

It is not necessary to have evidence to support reporting a suspicion of child abuse or neglect. However, it is best to document observations, such as bruises or what the child says in play about being abused, in the facility's records. Forms provided by the state/county children and youth services to document observations and information for making a child abuse or neglect report are available. The forms are kept in a binder on site. The Site Director can help fill out the forms and make a report if asked to do so.



### **Serious Illness, Hospitalization, and Death:**

If a child has an event related to a serious physical or mental illness or injury or dies while in the facility, the teacher/caregiver responsible for anyone who observed or was in the same room where the death/injury occurred removes the children to another room while giving minimal but reassuring comments. Other staff members tend to the situation.

The Boys & Girls Club of New Rochelle (BGCNR) will immediately call EMS and notify the child's parents/legal guardians to come where professionals skilled in informing about such events are available. BGCNR will communicate with staff, families, children, and the community about the event.

BGCNR will make sure nothing is done to disturb a death scene or show it to or talk about it with others. Thereafter, depending on the nature of the death (e.g., sudden infant death syndrome, medical event, injury) BGCNR will make available supportive resources for everyone who knows about the event. Specific information about the event is only released to those whom the authorities and family agree should have these details (*CFOC3* Std. 3.6.4.5). Each action taken is documented in the facility records.

BGCNR will immediately notify police authorities and the Office of Children and Family Services of a serious injury/illness that requires emergency department care/hospitalization or results in the death of a child that occurs during program hours. BGCNR will ensure that full documentation of all events and actions taken is prepared and kept in the facility files.

### **Lost or Missing Children:**

To prevent lost or missing children, staff count children with a face-and-head count at least every 15 minutes. The Site Director is responsible for performing a sweep of the childcare facility when everyone has left the building and any vehicle in which children are leaving to be sure that no child is overlooked.

BGCNR will implement specific systems for prevention and speedy recovery of missing children. If it is determined that a child is missing or lost, the Site Director or YDP will immediately notify the local police or sheriff, the Director of School Based Programs, parents/legal guardians, and other authorities as required by state regulation.

### **Emergency and Evacuation Plan and Drills:**

Our program philosophy is to keep your child(ren) safe at all times when in our care. Safety is one of the Key Elements of a High-Quality Club Experience. With recent world and local events, we have developed an emergency plan that will be put into place if special circumstances require a different type of care. Plans for these special types of care are reviewed annually. Staff members have been instructed about the appropriate

response. The local emergency management is aware of these plans. The specific type of emergency will guide where and what special care will be provided. Our emergency plan can be found on site at all locations. If you would like to view it in detail or have a copy, please notify the Site Director of your specific location. Below are the highlights of what is included in our emergency plan.

- **Fire Drills/Safety Inspections:** Fire drills and safety inspections are done monthly. In the event of a fire the RACE procedure will be followed.

R: Remove persons in immediate, imminent harm to a place of greater safety.

A: Alarm, sound the alarm or otherwise let people know there is a fire.

C: Close doors to reduce the spread of flame and/or smoke.

E: Evacuate the building/extinguish fire only as necessary to safely evacuate the building.

- **Shelter in Place:** This plan would be put into place in the event of a weather emergency or unsafe outside conditions or threats. In this plan, children will be cared for indoors at the center and the center may be secured or locked to restrict entry. Parents will be notified if they need to pick up their children before their regular time.

Shelter in Place drills are done two times a year, one at the beginning of the year and one at the end of the year. The program will notify parents of when this drill will be conducted. Please note that these drills can also be seen on the monthly calendars sent to you by the Site Director.

- **Evacuation to another site:** This plan would be put into place if it is not safe for the children to remain in our main location. In this situation, staff has pre-determined alternate sites for care.

An evacuation drill will be done at the beginning of each school year. This evacuation drill will take our members and staff to our relocation site mentioned below. Like this, both staff and members can know what to expect if an evacuation to another site is warranted.

- **Method to contact parents:** In the event of an emergency, parents will be called, and a note will be placed on the door. You can also check for information on our website or call our main office at (914) 235-3736.

- **Emergency ends/reuniting with children:** When the emergency ends, parents will be informed and reunited with their children as soon as possible. The contact methods listed above will be used to inform parents.

The purpose for sharing this information with you is not to cause you worry but to reassure you that we are prepared to handle all types of emergencies in a way that will ensure the safety of your child(ren). In the event of an actual emergency, please do not

call the program—it will be important to keep the lines open. If you have questions regarding this information, talk with the Site Director at your specific location.

### **Supervision of Children:**

Each child is always supervised by a qualified teacher/caregiver while attending the program. Teachers/caregivers directly supervise children by line of sight and hearing always. Line of sight means that the teacher/caregiver can see the children without more than a turn or tilt of the head. Teachers/caregivers regularly count children on a scheduled basis, at every transition, and whenever the group is leaving one area and arriving at another to confirm the safe whereabouts of every child always.

Ratios, group size, and qualifications of teacher/caregiver meet the national best practice standards. *CFOC3* Standards. 1.1, 1.2, 1.3, 1.4.4, 3.6.2.3, 3.6.2.5, 4.4, 6.5. The Child and staff ratio will be maintained always. For 6- to 8- year-olds the maximum child: staff ratio is 10:1 The maximum group size is 20.

A teacher/caregiver is always on the same floor level as the children. The school-aged child's teacher/caregiver should be close by and listening carefully to be sure all children are safe and engaged in appropriate activities. Children are never outdoors or inside by themselves. School-aged children who can use the toilet independently are allowed privacy for toileting but are within hearing of a supervising teacher/caregiver. The teacher/caregiver makes sure that children use the toilet and hand-washing facilities as intended.

### **Behavior Management:**

Teachers/caregivers support social and emotional learning by talking and listening to the child and playing with and responding to the child's needs. They lead, using positive guidance and redirection, planning to prevent problems, encouraging appropriate behavior, using consistent clear rules, and whenever possible, involving in problem solving to foster the child's own ability to become self-regulated. If the child understands words, logical (disciplinary) consequences are explained simply to the child before misbehavior occurs and at the time of any disciplinary action. Teachers/ caregivers encourage children to respect other people, be fair, respect property, and learn to be responsible for their actions.

Program staff members work with families and everyone else who cares for the child to use the following approaches for discipline: ensure active participation of each child, teach social competence, children experience predictable routines, match expectations of behavior to the child's development, simple rules, praise, model desired behavior, planned ignoring and redirecting, individualized discipline, limit use of time-out.

The following behaviors are prohibited in our facility: use of any form of corporal punishment, emotional abuse, other abuse or maltreatment, abusive language and humiliation or threats. Some may require mandatory reporting of an instance of child abuse.

### **The Card System:**

The implementation of the BGCNR Discipline Policy is aimed at upholding the well-being of our program participants and staff by maintaining a safe environment. BGCNR uses the card system. Please read more regarding our card system below. The card system creates a communication line between parents and staff to address behavior.

#### **Green Card**

A green card is earned when a member follows club rules as well as group rules. If they earned 10 green cards within the week they will be rewarded with a privilege/prize or be considered as a candidate for Member of the Month.

#### **Yellow Card**

When a member does not follow club expectations, such as not listening or being disrespectful, they will be given a **verbal warning**. If the behavior continues after the verbal warning, the member will receive a yellow card. The member will sit and fill out the card with a staff member and discuss what occurred and why they are receiving a card. Both staff and member will come up with an agreement and sign the card. Yellow Cards **will go home and must be signed by parent/guardian and sent back to the club.**

#### **Red Card.**

After a second Yellow Card, the member will receive a Red Card. The member will be sent to the Site Director to sit and discuss the root of the behavior and plan strategies to prevent the problem from occurring again. This card will also be sent home. This time, the student is expected to sit with a parent/guardian to discuss the situation and fill out and sign the card and send it back to the club.

Should a member damage equipment, his or her parents may be required to pay for all necessary repairs or total replacement costs.

**After the 3<sup>rd</sup> red card, the member will be expelled from all BGCNR Programs.**

**Tier 1 – Automatic 4 Day Suspension-Mandatory Parent Meeting**

Weapons brought into the Club
Intentional Fighting with other Members
Drugs/Paraphernalia brought into the Club
Stealing of Club/Other Members Items
Physical Interaction to a Staff Member
Vandalism/Severe Destruction of Property
Inappropriate Sexual Activity (Touching/Flashing, Etc)

**Tier 2- Parent Notification, Automatic 2 Day Suspension**

Excessive Cursing (Intentional to Others) (Aggressive)
Intentional Bullying (Based on Severity)
Cyber Bullying
Destruction of Property (Minor)

**Tier 3- Verbal/Written Warning/Yellow Card, Call to Parent**

Bullying (Based on Severity)
Cursing
Disruptive Behavior
Lack of Respect
Play Fighting
Dress Code Violations

Upon the occurrence of the third Tier 3 incident, the violation will be reclassified as a Tier 2 violation (automatic 2-day suspension). Subsequently, if two Tier 2 incidents transpire, the third offense will result in an automatic Tier 1 violation (automatic 4-day suspension).

**Dress Code/Required Clothing for Members:**

Children must wear clothing that permits easy and safe movement as well as full participation in active and messy play. Children are not allowed to wear clothing that has strings or decorations that can get caught on equipment. Children must have suitable clothing at the facility for going outdoors when it is raining or snowing to allow children to use these opportunities to learn about the natural world and how to function in it.

Footwear must be the equivalent of gym shoes that are not slippery, will not twist or come off the feet while running, and stay firmly on the feet while climbing, jumping, skipping, and crawling. Footwear is not permitted that provides insufficient support for or limits active play, such as shoes with heels, flip-flops, loose boots, or dress shoes.

The following types of clothing are prohibited:

- Clothing or jewelry that displays logos or images that promotes drug use, alcohol, violence, racism, etc.

- Clothing that demeans women, men, or any other group.
- Gang symbolism and attire.
- Hats inside the Club.
- Clothing that exposes the midriff.
- Sagging pants that expose underwear.

### Snacks:

Snacks will not be provided by BGCNR. The program has a scheduled snack time from 3-3:15pm. We ask that you provide a snack for your child. **Please be mindful that any snack, containing nuts is prohibited.**

This program is mindful of the relationship of eating and other activities in the prevention of obesity. Teachers/ caregivers provide opportunities for children to rest and sleep when they are tired, *CFOC3* Std. 3.1.4.4 learn about serving and choosing healthful foods and portions, *CFOC3* Stds. 2.4.1 enjoy snack time as a socialization opportunity, avoid engaging in other activities while eating, *CFOC3* Std. 4.5.0.3 participate in recommended amounts of structured and unstructured moderate to vigorous physical activity every day, *CFOC3* Stds. 3.1.3 and limit their screen time while in our care.

### Sign-in/Sign-out Procedure:

Individuals authorized to take a child who is receiving care in our facility out of the facility's supervision are listed in the child's file along with that person's signature, and relationship to the child. No child will be released to anyone who is not positively identified by the teacher/caregiver who is supervising the child and verified with documentation by a BGCNR staff if the person is not recognized by the teacher/caregiver.

All authorized persons must come into the school to pick the member up. Members are not permitted to wait outside of the school for a ride or walk home alone (unless otherwise stated by the parent/guardian and verified by BGCNR). All children must be signed out by an authorized individual.

If a parent/guardian has any **custodial issues** or **court orders** must be provided to the program, will be copied, made known to staff members, honored, and kept on file (*CFOC3* Std. 9.2.4.8).

In an extenuating circumstance, when an authorized person cannot pick up the child, another individual may pick up a child from childcare if that person is authorized to do so by the parent/guardian in authenticated communication, such as a witnessed phone conversation in which the caller provides pre-specified identifying information (e.g., a

secret word) or written consent from the parent/legal guardian with pre-specified identifying information and confirmed by a return call to the parent/legal guardian before release of the child.

If an unauthorized individual arrives requesting access to the facility without the facility receiving prior communication from the child's parent/guardian, the parent/guardian will be contacted immediately, preferably privately. If the information provided by the parent/guardian does not match the information and identification of the unauthorized individual, the child will not be permitted to leave the childcare facility. If it is determined that the parent/guardian is unaware of the individual's attempt to pick up the child or if the parent/guardian has not or will not authorize the individual to take the child from the childcare facility, information about the individual should be documented and the individual should be asked to leave. If the individual does not leave and his or her behavior is concerning to staff members or if the child is abducted by force, the police will be contacted immediately and given a detailed description of the individual and any other obtainable information such as a license plate number.

If a parent/legal guardian arrives who is intoxicated or otherwise incapable of bringing the child home safely or if a noncustodial parent attempts to claim the child without consent of the custodial parent, a staff member will call the police to handle the situation. The child will not be released if the parent/guardian is under any sort of influence and the safety of the child is questioned. Child protective services may become involved at that point.

### **Late Pick-Up:**

As per the Boys & Girls Club of New Rochelle, all late fees in the amount of **\$1.00 per minute** will be charged to parent/guardian who does not pick up their child on time. This is a friendly reminder that if you pick your child up after 6:00pm, or 7:00pm for extended care, you will be charged \$1.00 per minute.

All payments **must be paid by the next business day in cash**, or your child will not be able to return. If payment is not paid the next business day, it will be charged to members account. Late fees will go towards programming.

If you call the Club and inform staff you are running late, you will receive a 15-minute grace period. After the first 15 minutes, the late fee will apply. We ask that you contact the Site Director no later than 5:45PM if you are running late.

### **After-School Cancellation Policy:**

If the district informs BGCNR that all after-school programs will be cancelled the following procedure will be followed.

- Site directors will be responsible for contacting parents/guardians immediately.
- Site directors will also be on site to assist the school with members that have not been picked up during dismissal.
- If a student is a full-time member (attends 5 days a week) he/she will be sent or walked to the clubs assemble area by the teacher or school administrator if they were not picked up upon dismissal.
- If a student is on a bus list and normally comes to the club (BGC) on the day of the after-school closure, they will NOT get on the bus, unless parents state otherwise in writing.

Parents/guardians are responsible for informing the school AND BGCNR's Site Director if they would like their child to get on the bus or stay with BGCNR staff. If a parent/guardian fails to notify the school and the Site Director, and the child normally attends BGCNR on the day of the closure he/she will be sent/walked to BGCNR's assembly area by a teacher or school administrator.

- If a student is a part-time member (attends less than 5 days a week), and the closure is on the day the member DOES NOT participate in the club, the school is responsible for notifying parents and holding the child. If the closure is on a day that the member attends the club, he/she will be sent or walked to the club's assembly area by a teacher or school administrator. The Site Director will hold the member and communicate with parents regarding pick up.

### **Refund Policy:**

If you find the program is not a good fit and you need to cancel enrollment, a refund will be issued for any deposits and payment of future unused days. We ask that you provide as much notice as possible, any cancellations received after the 15<sup>th</sup> of the month, will receive a credit for the balance of the un-used month, and refund for future un-used time. This credit does not expire and can be used for any BGCNR offering.

For any school closures, due to snow, weather or scheduling changes, a credit will be issued to the account for any child enrolled that day.

In case of sickness, we cannot credit for individual sick days, because we staff based on anticipated attendance. If there will be a future planned absence, and you can provide notice 2 weeks in advance, we will issue a credit for that un-used time.



### **Registration Changes:**

If you would like to switch from part-time to full-time, parents can do so at any time. We ask that you provide as much notice as possible. Any changes made after the 15<sup>th</sup> of the month will be applied to the following month.

### **Registration Cancellation for Absence without Notice**

The purpose of this policy is to ensure fairness and efficient utilization of resources within our after-school program. This policy states that if a child fails to attend the program for two consecutive weeks without providing prior notice, their registration will be canceled. The vacancy created by the cancellation will then be offered to another family, providing them with an opportunity to join the program.

#### **Absence without notice:**

- a. If a child is absent from the after-school program for two consecutive weeks without providing prior notice to the program staff, their registration will be subject to cancellation.
- b. Prior notice refers to informing the program staff about the absence in advance, either in person or through a designated communication channel established by the program.

#### **Cancellation process:**

- a. Upon identifying a child's absence without notice for two consecutive weeks, the program staff will initiate the cancellation process.
- b. The parents or guardians of the absent child will be notified about the potential cancellation via the designated communication channel established by the program.
- c. The notification will include the reasons for cancellation, the date by which a response is required, and instructions on how to appeal the cancellation decision if necessary.

#### **Confirmation of cancellation:**

- a. If the parents or guardians of the absent child fail to respond to the cancellation notification within the specified timeframe, their child's registration will be officially canceled.
- b. Once the cancellation is confirmed, the vacant spot will be offered to another family from the program's waiting list or through an appropriate selection process.

#### **Appeal process:**

- a. Parents or guardians who disagree with the cancellation decision have the right to

appeal by contacting the program director or the designated authority responsible for handling appeals.

b. Appeals must be made within a specified timeframe, as indicated in the cancellation notification.

c. The program director or designated authority will review the appeal and make a final decision, considering relevant circumstances and program capacity.

#### Re-registration:

a. If a child's registration is canceled due to absence without notice, the parents or guardians may have the opportunity to re-register their child if space becomes available in the future.

b. Re-registration will be subject to availability and compliance with any updated program policies or procedures.

#### Exceptions:

a. Exceptions to this policy may be made in extenuating circumstances, such as medical emergencies or other unforeseen events, at the discretion of the program director or designated authority.

We trust that this policy will ensure effective program management, maximize the program's capacity, and provide equal opportunities for families interested in participating. It also encourages regular attendance and proper communication between parents or guardians and the program staff.

Please note that this policy is subject to change, and any updates will be communicated to all relevant stakeholders in a timely manner.

#### Personal Property/Electronics Policy:

The Boys & Girls Club of New Rochelle is not responsible for the loss or damage to member's personal property.

Members will not be allowed to use any type of electronic device during Club hours Monday through Thursday unless allowed by BGCNR staff solely for program purposes. For many sites Fridays are considered "Tech Fridays" and allow for your child to bring an electronic device at their own discretion.

If your child has an electronic device such as a cell phone, this device should only be used for emergencies. Non-emergency use is strictly prohibited.

### **Field Trips:**

Travel away from the facility is limited to walking excursions or those for which parents/legal guardians can drive their own children or the children are transported in a vehicle provided or arranged by the program/facility that is equipped with age-appropriate seat restraints for the children who are traveling in them. Each child wears identification with the child's name and the name and contact information of the childcare program in a fashion that does not allow it to be easily read from a distance by a stranger. Staff members carry photographs and emergency contact information for each child. A parent/legal guardian must sign an informed consent for the specific trip for the child to go on that trip. The Site Director assigns children individually to a responsible adult. The responsible adults count the children assigned to them by matching faces to names at least every 15 minutes while on a field trip. The program does not assume responsibility for arrangements made by parents to have other parents transport their children.

Though we intend that all members participate in these trips, it will be at the club's discretion to revoke that right. It is expected that members attending field trips will present themselves as good citizens and represent our program and community in the best possible light. Members must demonstrate the ability to work well with others, show respect adults and peers and follow directions. If a child's behavior in the program or on the playground leads the teacher to believe they will engage in acts which may be detrimental to the safety of others, BGCNR staff has the right to restrict the member from attending the field trip.

The decision to keep a child from attending any field trip is not taken lightly. Documentation will be required by BGCNR staff which indicates that the student is at risk of losing their opportunity to attend. A parent or guardian will be contacted regarding the behavior or interactions in question, and discussions will take place between the Site Director and the parent/guardian. Once the decision has been made to restrict a child, it will become the parent or guardian's responsibility to keep the child at home for the duration of that trip.

### **Programs:**

Below you can view a sample of our daily schedule. The activities will fall within one of our Boys & Girls Club curriculum areas.

- 3-3:15pm – Pickup/Snack
- 3:15-3:20pm – Clean up
- 3:20-4:20pm – Power Hour (homework time)
- 4:20-5:00 – Activity 1 (Programming)
- 5:00-5:40pm – Activity 2 (Programming)
- 5:40-6: Clean-up/choice Time

Here are a few of the programs we offer:

### **Character & Leadership:**

- **Torch Club:** members learn to elect officers and work together to implement activities in four areas: service to the Club and community; education; health and fitness; and social recreation.
- **Youth of the Year** is BGCA's premier youth recognition program for Club members. All members can benefit from participation in this program, which promotes and celebrates service to Club, community and family; academic performance; moral character; life goals; and poise and public speaking ability. The Youth of the Year program is most effective when used as a year-round tool for fostering young people's character, personal growth and leadership qualities. Local Clubs recognize members ages 14-18 who were Youths of the Month and select a Youth of the Year, who then participates in state competition. State winners, who each receive \$1,000 scholarships, participate in regional competitions. Five regional winners each receive an engraved plaque and a \$10,000 scholarship and compete on the national level. The National Youth of the Year receives an additional \$50,000 scholarship and is installed by the President of the United States.

### **Education & Career:**

- **Power Hour: Making Minutes Count:**  
Provides students with the support, resources and guidance necessary to complete their homework. Power Hour offers a structured time and place for Club staff to help members with an important aspect of the education process, homework. Students emerge from the program better prepared for classes and proud of their hard work and accomplishments. Students who have completed their homework or who don't have any homework can select games that sharpen cognitive skills called High Yield Activities or HYA. Skill-building games might include Scrabble<sup>®</sup>, Monopoly<sup>®</sup>, Jenga<sup>®</sup>, brain teasers, word puzzles, memory games, etc.
- **STEAM Club**  
This is a sign-up program that connects youths to science themes they encounter regularly. Members participate in experiments using science, technology, engineering, art, and math. Special attention is paid to connections of theory and application and the common interactions members have with these scientific principles.

- **Project Learn**

This program reinforces the academic enrichment and school engagement of young people during the time they spend at the Club. This strategy is based on research demonstrating that students do much better in school when they spend their non-school hours engaged in fun, but academically beneficial, activities. Through Project Learn, Club staff use all the areas and programs in the Club to create opportunities for these high-yield activities, which include leisure reading, writing, discussions with knowledgeable adults, helping others, homework help, tutoring, and games (i.e. Scrabble), that develop young people's cognitive skills. Project Learn also emphasizes parent involvement and collaboration between Club and school professionals as critical factors in creating the best after-school learning environment for club members ages 6-18.

## **Health & Life Skills:**

- **SMART Girls**

SMART Girls is a small-group health, fitness, prevention/education and self-esteem enhancement program designed to meet the developmental needs of girls ages 8-12 and 13-17. Through dynamic sessions, highly participatory activities, field trips and mentoring opportunities with adult women, Club girls explore their own and societal attitudes and values as they build skills for eating right, staying physically fit, getting good health care and developing positive relationships with peers and adults.

- **Triple Play's Healthy Habits**

Designed to incorporate healthy living and active learning in every part of the Club experience, Healthy Habits emphasizes good nutrition, regular physical activity and improving overall well-being. The program, for ages 6 to 18, is the "Mind" component of Triple Play: A Game Plan for the Mind, Body and Soul.

- **Triple Play- SOUL**

The "Soul" component of the Triple Play program encompasses the social recreation activities that are critical to positive youth development. This includes strengthening interpersonal skills, positive behavior and good character through social recreation programs.

## **Sports, Fitness, & Recreation:**

- **Triple Play Body**

Triple Play, BGCA's comprehensive health and wellness initiative, strives to improve the overall health of members, ages 6-18 by increasing their daily physical activity and helping them develop healthy relationships. Since the Triple

Play initiative was introduced in 2005, more than one million Club members have participated in fun fitness activities.

## **The Arts:**

- **Drama Matters**

This is a three-week program in partnership with Pelham Picture House. Members sign up for this program and participate in a 1.5-hour session twice a week. The theme of the program unit differs every year. In the past two years, our members have learned to create documentaries, as well as movie making where they created a trailer for a movie. Sign up is available for grades 2-5. Drama education builds self- confidence, sparks creativity and boosts academic achievement.

- **Art Matters**

This year-round program encourages artistic expression among Club members ages 6-18 through drawing, painting, printmaking, collage, mixed media, and sculptures. Members work on individual and group projects throughout the year. Projects are based on interest and facilitators discretion.

- **Talent Shows**

“Talent shows are a way to help boost the self-esteem, confidence, and assurance of youth.” BGC Trinity is known for their talent shows. Each year we host at least three shows where our members display their talents. Due to high demand, we will continue to organize these non-competitive shows for our members.

The Boys and Girls Club of New Rochelle has a unique opportunity because we get to create programs that fit the interests of our members. This is always a priority for us. Finding what intrigues our children and taking them on learning journeys they most likely would not get in traditional learning environments. We like to give our members new experiences that will ignite interests and passions. All of this is done through our programs and our program creation ability.

## **COVID-19 Policies and Procedures:**

The health and safety of our members and staff is a priority for us. BGCNR will continue to follow all CDC recommendations regarding COVID-19. Below you will find policies and procedures that we have put in place to ensure the health and safety of your child/ren while in our care. It is important that parents/guardians stay in constant communication with BGCNR regarding their child.

## **Facility Sanitizing:**

As we begin our new school year, we will work closely with the school to develop

plans that describe how frequently touched surfaces within the school will be cleaned and disinfected at least daily and frequently throughout the day by trained staff. In out of school locations, it is the responsibility of our maintenance staff to ensure that each day frequently touched surfaces are cleaned and disinfected. Directors must appoint a staff member that will closely follow the schedule of programs and sanitize these areas. Daily schedules must be adhered to daily. It is imperative that a schedule of programs, along with the location of these activities are posted and communicated to the lead administrator (principal or Unit Director) of each building. This will provide the maintenance staff a list of areas they must disinfect prior to the next day of school or activities.

Frequently touched surfaces include:

- a. Door handles
- b. Light switches
- c. Sink handles
- d. Bathroom surfaces
- e. Tables
- f. Student Desks
- g. Chairs

### **Hand Washing/Sanitizing Policy:**

All staff and students will wash their hands or use hand sanitizer frequently throughout the day.

BGCNR will:

- Ensure that staff and members wash their hands or use hand sanitizer frequently throughout the day.
- Provide regular and frequent access to handwashing facilities.
- Prevent congregations in bathrooms.
- Develop routines enabling students and staff to regularly wash their hands at staggered intervals throughout the duration of the day (a minimum of twice a day).
- Develop routines enabling students and staff to use hand sanitizer when necessary.
- Provide adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings and hand sanitizers with 60 percent ethyl alcohol for staff and children.

### **Travel:**

At no point is a member allowed to travel in the car of a staff member. If transportation must occur permission slips will be provided to all parents/guardians. If transportation is required, we will make all the reasonable efforts to maintain stable groups of children in the vehicle. If the groups of children must be mixed within a vehicle, seating arrangements will be made to maximize distance between groups of children/employees.

All individuals (driver, staff, and children) over the age of 2 will be required to wear a face covering. When permitted, we will open windows of the vehicle to promote air flow throughout the vehicle.

**Dismissal of Members:**

The Site Director of the program will contact you (parents/guardians) regarding the designated area for pick-up.

**Site Capacities:**

Site capacities are determined by the Office of Children and Family Services. To maintain a conducive and secure environment, we strictly adhere to capacity limitations as determined by the available square footage per child. This policy ensures that every child has sufficient space to learn, play, and interact comfortably while minimizing any potential risks.

By adhering to the appropriate square footage per child, we can provide personalized attention and care to each student, fostering a positive and nurturing learning environment. It also enables us to effectively supervise and monitor the activities, guaranteeing that each child is safe and accounted for throughout their time with us.

Capacities at locations managed by Boys and Girls Club of New Rochelle are as follows:

**New Rochelle School Based Sites:**

- Columbus Elementary – 80\*
- Trinity Elementary – 80
- Davis Elementary – 100
- Ward Elementary – 100
- Jefferson Elementary – TBD\*

**Larchmont & Mamaroneck School Based Sites:**

- Central School After-School- 100
- Chatsworth After-School- 80
- Murray School After-School- 80
- Mamaroneck Avenue School- 80



**Ossining School Based Sites:**

Claremont Elementary School– 80

Park Elementary School– 65

**Clubhouses:**

Mascaro Clubhouse – 130

Remington Clubhouse – 250\*

*Subject to change \**



**BOYS & GIRLS CLUB  
OF NEW ROCHELLE**

The Boys & Girls Club of New Rochelle  
79 Seventh Street New Rochelle, NY 10801  
(914)235-3736

I, the Boys & Girls Club of New Rochelle confirm that this childcare facility is open Monday through Friday 3-6pm or 7pm for extended hours. Our facility is closed for all nationally recognized holidays.

I have provided, and you \_\_\_\_\_ (parent/legal guardian) have reviewed, accepted, and received a copy of, the following procedures (all information is provided in the parent handbook above): (Check each as it is reviewed.)

\_\_\_\_\_ Pickup and daily sign-in/sign-out.

\_\_\_\_\_ Authorized individuals who may pick up my child(ren) and their responsibility to maintain current contact information.

\_\_\_\_\_ Late Pickup Policy.

\_\_\_\_\_ Contact of designated individuals in an emergency.

\_\_\_\_\_ Family member access to the facility whenever the child is in care.

\_\_\_\_\_ Exchange of information about the child with staff members, consultants, and the child's other health care, education, and social service professionals.

\_\_\_\_\_ Content and confidentiality of records, release of information (upon registration)

\_\_\_\_\_ Documentation of routine health assessments, including immunizations and screening tests, and any conditions that require special accommodations for daily or emergency health or behavioral or developmental support for the child

\_\_\_\_\_ Inclusion/exclusion for illness

\_\_\_\_\_ Required clothing for messy activities, outdoor play, and diapering or toileting accidents.

\_\_\_\_\_ Expected family involvement in the childcare program.

I, (Parent/Legal Guardian Name) \_\_\_\_\_

The parent/legal guardian of (Child) \_\_\_\_\_ agree to the following:  
(Initial all that apply.)

\_\_\_\_\_ Late pickup fee is \$1 per minute.

\_\_\_\_\_ Comply with the program's policies and procedures. Including our refund policy.

\_\_\_\_\_ Obtain a special care plan from my child's health care professional(s) if my child requires any type of care other than what typical children of my child's age usually need.

\_\_\_\_\_ Provide this special care plan prior to my child's entry/reentry to care that specifies any emergency procedures, medications, or equipment that my child requires.

\_\_\_\_\_ Review this special care plan with my child's health care professional(s) each time my child receives health care services and ask to have the plan updated as needed.

\_\_\_\_\_ Whenever the special care plan is updated, provide a copy of the updated plan to the Site Director of the Boys & Girls Club of New Rochelle.

\_\_\_\_\_ Child's planned arrival time and departure time.

\_\_\_\_\_ Obtain routine health assessments (checkups, including immunizations) for my child according to the current schedule recommended by the American Academy of Pediatrics.

\_\_\_\_\_ Notify when my child is scheduled for routine health visits and obtain a form to complete and return.

\_\_\_\_\_ Follow up on any medical, dental, or developmental needs of my child identified by my child's health care professional or by staff members of the childcare program.

\_\_\_\_\_ Complete a daily sign-out form and stay until my child's teacher/caregiver dismisses my child.

\_\_\_\_\_ Discuss with my child's teacher/caregiver 2 weeks in advance how to celebrate my child's birthday and any special customs for our family related to holiday celebrations.

\_\_\_\_\_ Notify staff members when my child is ill, or any family member has a contagious disease.

\_\_\_\_\_ Complete medication forms (Individualized Healthcare Plan, Individual Allergy and Anaphylaxis Emergency Plan and Medication Consent Form) and comply with medication administration procedures (giving us the emergency medication required) when requesting medication administration while my child is in the program.

\_\_\_\_\_ Provide program staff with a full change of clothing including shoes necessary for my child's care (if indicated by the program).

\_\_\_\_\_ Provide current information about how to contact me in an emergency, which I will update when changes occur and verify at least every 6 months.

\_\_\_\_\_ Agree to discuss with the Site Director, the Director of School Based Operations any concerns related to program operations.

\_\_\_\_\_ Provide the names and signed and dated photographs of designated persons to whom child may be released for facility records, understanding that these individuals will need to confirm their identity with a photo ID and signature that matches the photo and signature kept in facility records.

\_\_\_\_\_ Allow my child to be photographed or provide a current picture of my child for staff to carry whenever children are taken off-site or to post in my child's classroom for identification.

\_\_\_\_\_  
PARENT/LEGAL GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

## Contact Information:

Becky Mazzanobile  
Executive Director  
Boys & Girls Club of New Rochelle  
(914) 235-3736  
bmazzanobile@bgcnr.org

William Iannuzzi  
Chief Programming Officer  
Boys & Girls Club of New Rochelle  
(914) 235-3736  
wiannuzzi@bgcnr.org

Eleanor Akumu  
Office Manager  
Boys & Girls Club of New Rochelle  
(914) 235-3736  
eakumu@bgcnr.org

Jacqueline Herran  
Program Operations Manager  
Boys & Girls Club of New Rochelle  
(914) 235-3736  
jherran@bgcnr.org

Cynthia Davis  
Director of School Based Operations: Larchmont/Mamaroneck  
Boys & Girls Club of New Rochelle  
(914) 235-3736  
cdavis@bgcnr.org

Shirley Rodriguez  
Director of School Based Operations: New Rochelle: Ward | Davis | Trinity  
Director of Before Care & Electives  
Boys & Girls Club of New Rochelle  
(914) 235-3736  
srodriguez@bgcnr.org

Betzally Espichan  
Director of LEAPS Grant Programming  
Boys & Girls Club of New Rochelle  
(914) 235-3736  
bespichan@bgcnr.org

Andrea Torres  
Electives Coordinator  
Boys & Girls Club of New Rochelle  
(914) 235-3736  
atorres@bgcnr.org

Nancy Ceja  
Director of Culture & Professional Development  
Boys & Girls Club of New Rochelle  
(914) 235-3736  
nceja@bgcnr.org

***For Inquiries on Enrollment, Registration, or DSS  
Please contact the main office (914) 235-3736***