

GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUB
OF NEW ROCHELLE**

2025 SUMMER CAMP FAMILY HANDBOOK

Boys & Girls Club of New Rochelle

August E. Mascaro Clubhouse

79 Seventh Street

New Rochelle, NY 10801

Table of Contents

Welcome Letter

.....
.....3

About

Our.....
..... 4-6

Mission
Vision
Logic Model
Key Elements of Youth Development
Core Enrichment Areas
History

About the

Club.....
.....7-8

Membership
Fees & Payment Policy
Hours
Attendance Requirement
Holidays
Camps
Age Appropriate Groups
Snacks
Homework

Personal Belongings & Dress Code 8-9

Bring Your Own Device Acceptable Use Policy
Phone Policy
Dress Code

Holidays/Days

off.....
..... 9-10

Code of Conduct & Policies

.....11-1
2

Code of Conduct
Positive Behavior Management
Conflict Management
School Suspension & Attendance
Zero Tolerance
Open Access

Health & Safety	
.....	13-14
Special Needs Accommodations	
Sickness or Injury	
Medications	
Parental Notification	
Emergencies & Disaster Plan	
Mandated Reporting Duties & Policy	
Staff Ratios	
Sign-Out & Pick-Up	
Late Pickup	
Additional Information	
...	15

Welcome to the Boys & Girls Club of New Rochelle

Dear Parents & Guardians,

On behalf of all staff, welcome to Boys & Girls Clubs of New Rochelle, *‘Where GREAT Futures Start Here.’*

Deciding what youth program to enroll your child in is a difficult one: Is it safe? What are Club hours? Is it a positive atmosphere where my child will thrive and be encouraged? Is it expensive?

We are honored that you have selected our organization to serve your child’s needs.

Founded in 1929, Boys & Girls Clubs of New Rochelle (BGCNR) is a nationally recognized non-profit organization offering innovative and effective youth development programs. Our organization serves more than 3,200 members throughout Westchester County including New Rochelle, Larchmont/Mamaroneck and Ossining. BGCNR is a chartered affiliate of the Boys & Girls Clubs of America and utilizes a proven youth development strategy intended to nurture young people’s self-confidence by instilling in them a sense of belonging, usefulness, influence and competence.

By providing neighborhood-based facilities designed specifically for youth and staffed with youth development professionals that care about your child’s future, we offer programs and activities that develop the 21st century skills our kids need to be successful in school, a career and life: Critical Thinking, Creativity, Collaboration, Communication and Community.

The success of all youth depends upon a supportive network of influential adults. Our organization is committed to our mission to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens.

But we need your help. Without involved parents and family, our youth cannot benefit from a united community of caring adults. Be involved. Help us ensure a positive future for all **our** youth.

Thank you for entrusting our organization with the honor of providing them with a safe place to have fun, be themselves, learn, grow and achieve.

Sincerely,

William Iannuzzi

William Iannuzzi

Chief Programming Officer

About our Organization

OUR MISSION

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

OUR VISION

To provide a world-class Club experience that assures success is within reach of every young person who walks through our doors, with all members on track to graduate high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

OUR CORE VALUES

A Boys & Girls Club Provides:

A safe place to learn and grow...

Ongoing relationships with caring, adult professionals...

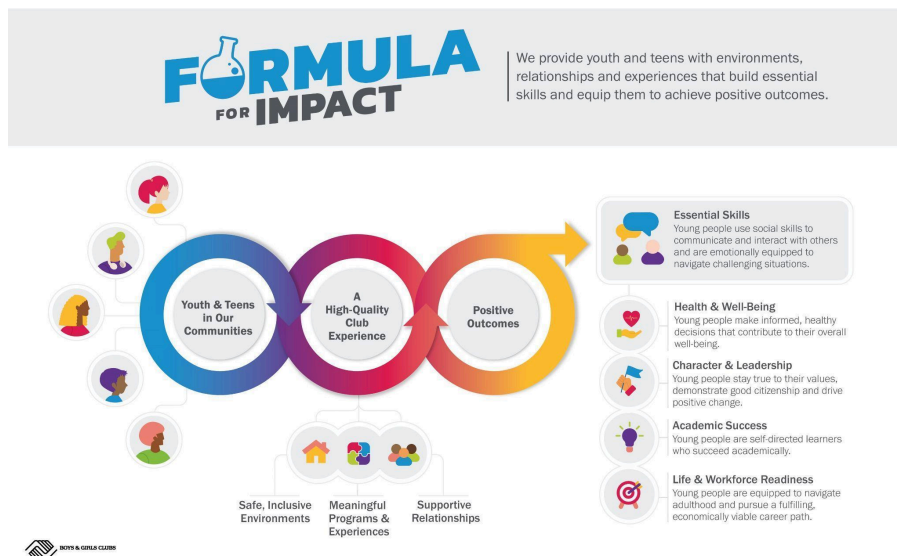
Life-enhancing programs and character development experiences...

Hope and opportunity.

OUR LOGIC MODEL

Formula for Impact is a research-based theory of change that describes how individual Clubs and the Movement as a whole can increase our impact – exponentially – on the young people of America. Our Formula begins with the young people in our Clubs. It calls for us to consistently provide the most powerful Club Experience possible. By implementing the Five Key Elements for Positive Youth Development, offering high-yield activities and targeted programs combined with regular and frequent

attendance over time, young people are more likely to achieve positive outcomes



5 KEY ELEMENTS

Boys & Girls Clubs of New Rochelle believes in Five Key Elements for positive youth development that are essential to our mission. Youth must have:

- 1) A Safe, Positive Environment**
to Learn and Grow The Club is a safe haven where members feel physically and emotionally secure at all times.
- 2) Fun**
Offer high-yield learning activities and programs that develop members' creativity, their critical thinking, communication, collaboration and computer literacy skills.
- 3) Supportive Relationships**
The Club ensures that every young person feels connected to one or more adults and has friendships with peers.
- 4) Opportunities and Expectations**
Club staff and programs consistently communicate the expectation that every child has the potential to excel, be productive and succeed at the Club, in school and in life.
- 5) Recognition**
The Club takes every opportunity to recognize and validate Club members' achievements and accomplishments.

Committed to our principles, we incorporate a youth development strategy that recognizes Four Elements that are critical for young people in an effective out-of-school environment:

- 1) Extended practice time with school-related skills and information**
- 2) An environment that provides continuity between home and school**

- 3) **An environment that cultivates innate ability and stimulates independent learning**
- 4) **An environment that values and honors academic success**

CORE ENRICHMENT AREAS

BGCNR takes a holistic approach to creating well-rounded, confident, and healthy youth and aims to provide targeted programs and services that speak to all aspects of a child's development, assuring that members are 1) on track to graduate from high school with a plan for the future; 2) demonstrating good character and citizenship; and 3) living a healthy lifestyle.

To achieve these priority outcomes, programs are provided within the following Core Enrichment Areas that address the academic, cognitive growth and social-emotional needs of youth:

- **Character and Leadership Development** – programs that empower young people to support and influence their Club and community; identify and apply learning to everyday situations and develop values as pertains to civic, community and personal responsibility through group decision-making and collaborative projects.
- **Education and Career Development** – programs that enable youth to strengthen critical thinking and digital literacy skills; and deepen proficiencies in basic educational disciplines (English-language arts, math, science) enabling youth to set goals, explore careers and prepare them for postsecondary education and/or employment.
- **Arts and Cultural Enrichment** – programs that develop members' creativity, awareness and appreciation of cultural diversity through the visual, written and performing arts; hands-on exploration of a variety of mediums emphasizing historical context and cultural significance.
- **Health and Life Skills** – programs that help young people resist alcohol, tobacco, drugs and early sexuality; develop members' self-concept, interpersonal communication and conflict resolution abilities; set personal goals and live successfully as self-sufficient adults.
- **Sports, Fitness and Social Recreation** – programs that help members meet State physical fitness standards and address social-emotional development by building cooperation and team skills through structured activities.

OUR HISTORY

In 1929, the stock market crashed, the depression was beginning, and many families fell on hard times. Those most affected were the children of these families. With that the community decided to build the Boys' Club. The original meeting place was the old Washington School Building on Union Avenue. The Club's progress has been marked by consistent efforts to meet the needs of our youth and the community at large. As the demands of the population increased, the Club expanded. The Remington Clubhouse began in a home on Winthrop Avenue

A portion of the existing building was ultimately built on Guion Place in 1953 as the result of the dedication and fundraising efforts of the Remington Women's Auxiliary Club and the Remington Advisory Board. In 1972, through a matching grant from the Charles Hayden Foundation and a response from the City of New Rochelle, The Women's Auxiliary and other community members made possible the addition of a gymnasium, game room, shower and locker room, and office to the existing building.

In the early 1940's the Club opened the South Side Unit in the basement of the Old Jefferson School on Weyman Avenue. In 1983, the South Side Unit was moved to a new building at 50 Weyman Avenue and in 2006 consolidated with the A.E. Mascaro Unit. In 2001 the Respect Extension was opened at 570 Fifth Avenue at the MacLeay Apartment Complex, buildings owned by the New Rochelle Neighborhood Revitalization Corporation.

In 2004, the Boys & Girls Club of New Rochelle again expanded to meet the changing needs of the children and youth of New Rochelle by partnering with the Board of Education to provide after school programs as part of the 21st Century Program, a federally funded grant under the No Child Left Behind initiative, at the Isaac E. Young Middle School. In 2007, through another partnership with Iona College, the New Rochelle School District and other organizations in the community, a Youth Empowerment Program, RISE, was established to meet the needs of middle school children.

Over the years, thousands of kids from all races and creeds have come through the Boys & Girls Club programs and moved on to become responsible, successful adults and community minded citizens. Many members have volunteered at the Club and served on the board of directors. The longevity of the Club is the result of hard work and dedication by our Board of Directors, Staff and adult associations such as the Remington Men's Club, Remington Women's Auxiliary, and most notably, our volunteers. Today, the Boys & Girls Club of New Rochelle serves approximately 8,000 members a year.

About The Club

ELIGIBILITY & ENROLLMENT PROCESS

Summer Camp Membership at Boys & Girls Clubs of New Rochelle is open to all youth ages 5-18. The process for enrollment is first come, first served--and subject to availability. If the site has reached membership capacity, parents/guardians may elect to add their child to our waitlist—that is also first come, first served. A completed application and weekly fee is required for each member.

FEES & PAYMENT POLICY

The weekly fee for Summer Camp is \$350 per week. A 10% deposit is required at the time of registration and a payment plan is required.

All program refunds require advanced notice, credits are not issued for sickness or missed sessions, as we staff based on enrollment. Our capacity is limited, if your plans change, please advise us as quickly as possible.

Payment installment plans are offered for your convenience, however, missing and past due payments, will result in cancellation of your child's registration.

SCHOLARSHIPS

Scholarships are given out based on need. After you submit our scholarship committee will review and make a determination by June 15th. We usually do not give more than 2 weeks per child and require parents match the amount of scholarship we give out. So if you receive \$700 of scholarship money that covers 2 weeks, we require the parent to sign their child up for an additional 2 weeks. Current members

are prioritized for scholarships. Deposits must be made and enrolled in a payment plan while we wait for scholarship determination.

DSS CHILDCARE SUBSIDY

We also accept the Westchester County Department of Social Services Childcare Subsidy. If you are applying for the DSS Childcare Subsidy please contact Amanda Cuevas at acuevas@bgcnr.org to sign the paperwork associated with that. See the forms page for the correct form that needs to be filled out and returned.

HOURS

Summer Camp hours are 8am-6pm.

SPECIAL ACCOMMODATIONS

Those youth that require special accommodation (e.g. I.E.P., a diagnosed behavioral condition, developmental delay or disability) must submit a completed Special Accommodations Form along with their membership application. A one-to-one meeting with the Site/Unit Director will be arranged to discuss/determine eligibility. Eligibility criteria for enrollment are as follows:

- He/she uses the toilet or urinal like same age/gender peers
- He/she changes his/her volume depending upon the requirements of the setting (i.e. loud in gym, quiet in study room) like same age/gender peers
- He/she moves at the same speed as same age/gender peers
- He/she is willing to try new activities like same age/gender peers
- During play, he/she follows rules (stated and implied) like same age/gender peers
- He/she responds to communication of others like same age/gender peers
- He/she engages in a range of conversational topics with other children and adults like same age/gender peers
- He/she maintains his/her role in turn-taking activities like other same age/gender peers
- He/she follows routines and directions like same age/gender peers
- He/she is as emotionally regulated as same age/gender peers
- He/she manages transitions like same age/gender peers
- He/she initiates interactions with others like other same age/gender peers

There are also several OCFS Health Forms that need to be filled out that you can find at the end of the handbook including:

- OCFS-LDSS-7006- Individual Healthcare Plan for a Child with Special Health Care Needs

AGE APPROPRIATE GROUPS

Youth 5 – 18 years old can attend our Clubs. In order for the Club to run a successful program, each child will be placed into a group according to their age and possibly their gender. Each group will be assigned leader(s), with each group rotating according to a predetermined schedule.

Lunch & SNACKS

During Summer Camp we provide lunch and a daily afternoon snack that is portioned appropriately and follows the “My Plate” guidelines. Your child is also permitted to bring their own lunch & snack if he/she chooses. **Please make sure that any allergies or intolerances to foods are listed in the appropriate section on the membership application.** We are also encouraging each member to bring his/her own refillable water bottle.

PERSONAL BELONGINGS & DRESS CODE

BGCNR is not responsible for lost, stolen or damaged belongings.

BRING YOUR OWN DEVICE ACCEPTABLE USE POLICY

BGCNR has adopted a Bring Your Own Device (BYOD) policy for its Clubs.

This policy will allow members to bring many of their own technology devices – including laptops, tablets and/or smartphones – to the Club *only* for educational use in our facilities and at the direction and supervision of staff. However, members are never required to bring their personal technology to the Club. All members will be able to continue to use our Club technology equipment, and no member will be left out of a program experience because they do not have a personal device.

If you have questions about the BYOD policy or would prefer your child not participate, please contact your Site/Unit Director.

Inappropriate use of technology will result in devices being confiscated and returned to the parent at the end of the day.

PHONE POLICY

The Club phone is a business phone. Members are permitted to use the phone only to place emergency calls at the discretion of the Site/Unit Director.

DRESS CODE

While at the Club, members participate in a variety of activities that include running, jumping, Painting, etc. Please send your child to the Club in washable, comfortable clothing that is okay for them to get dirty. Shoes should be safe and sturdy for running and climbing. **For their safety, please do not allow your child to wear flip flops, sandals, boots or shoes with heels or slick soles (dress/casual shoes).**

Clothing/accessories which feature obscene, suggestive or insulting words/pictures or feature violence, weapons, gang-affiliation and substances illegal to juveniles (e.g. alcohol, tobacco, drugs) are prohibited. Tank tops with low cut underarms or ‘spaghetti straps’ are prohibited. Shorts may be worn provided they are appropriate length (when arms extend downside of body, length of shorts should be no shorter than where fingertips reach). ‘Sagging’ is prohibited. Shirts must be at least waist length – no crop tops. Hats, caps, beanies or bandanas may not be worn.

Parents will be contacted to bring clothes immediately if the child does not have a change available when needed or when there has been soiling.

This expectation also applies to parents/guardians or guests who attend BGCNR functions.

Code of Conduct & Policies

CODE OF CONDUCT

In order to promote your child's physical, intellectual, emotional, and social well-being and growth, BGCNR members will be expected to follow the BGC Code of Conduct:

Have Fun!
Respect yourself
Play fairly and be honest
Applaud the efforts of others
Avoid inappropriate language
Dress appropriately at all times
Running is reserved for athletics
Say only good things about others
Be respectful of Boys & Girls Clubs staff
Resolve disagreements in a positive way
Listen during appropriate times and assemblies
Be respectful of other members and their property
Participate only in activity areas open to your assigned group
Take care of your Boys & Girls Clubs facilities, grounds and equipment
Tobacco, drugs, alcohol, weapons & gang colors/logos/gestures are prohibited

BEHAVIOR POLICY

Boys & Girls Clubs of New Rochelle handles behavioral problems on an individual basis. It is the responsibility of parents/guardians to let us know if members have developmental delays so that we have information to better understand behavior.

POSITIVE BEHAVIOR MANAGEMENT

Staff shall use only positive age-appropriate methods of discipline and guidance of children which encourage self-control, self-discipline, self-respect and cooperation. At no time will staff members use corporal punishment as a means of discipline. Staff members will model positive behavior management techniques and respectful communication. When a discipline issue presents itself, we initiate the following: redirection, verbal warning, time 'in' and/or disciplinary write-ups.

During this process the child is encouraged to understand that his/her behavior is important for a successful, safe and fun program. When these tactics are not successful, a staff person will discuss the issue with the child's legal guardian/parent. Inappropriate behaviors such as hitting, fighting, stealing, vandalism, disrespect to staff or other members, not following directions or leaving the facility without permission will not be tolerated and may result in automatic suspension.

When a child's behavior risks safety to themselves or others, a parent/guardian will be called and asked to pick up their child immediately. This behavior can automatically result in removal from

the program.

Suspensions may follow this process:

- If a child is written up, he/she may lose Club privileges or be suspended one (1) or more days.
- If a child is suspended a second time, it may result in a 3-5 day suspension.
- If a child is suspended a third time, it may result in removal from the program.
-

Under extreme circumstances (i.e. intentional injury to another child or staff), the Director has the discretion to remove a child immediately without advance notice. (See Zero Tolerance Policy)

ZERO TOLERANCE POLICY

The safety of our members is our primary concern and therefore we have no tolerance for fighting, bullying, harassment or damage to property. If a child acts out in an aggressive manner with the intent of harming another child/staff member or causing damage to property, he/she may be suspended or removed from the program.

OPEN ACCESS POLICY

Boys & Girls Clubs of New Rochelle reserves the right to search all persons and carry-in items such as backpacks and gym bags. Any person who refuses to submit to such a search will not be allowed admission into the Clubs.

These guidelines apply to members, as well as parent(s), guardian(s) and any other person who comes in to a BGCNR site. Failure to comply with these regulations may result in a ban from Club facilities and functions.

Health & Safety

SPECIAL ACCOMMODATIONS

If your child requires special accommodation (e.g. I.E.P., a diagnosed behavioral condition, developmental delay or disability), please see the Site/Unit Director and request a Special Accommodation Form. This form must be completed and submitted to the Site/Unit Director at time of enrollment and must be completed prior to program start.

SICKNESS OR INJURY

Parents/guardians agree to inform BGCNR within 24 hours or the next business day of a child or any member of the immediate household developing a communicable disease. Life threatening diseases must be reported immediately.

If a child has a fever of over 100-degrees, or has a communicable disease (including head lice), he or she will not be permitted to attend the Boys & Girls Clubs of New Rochelle that day and/or for the duration of such persistent conditions. A parent or guardian will be notified to immediately pick-up their child.

If notified of a child's illness, a parent or an authorized contact person must sign out the child as soon as possible or risk loss of membership.

In case of an accident or injury, BGCNR Staff are trained in basic first aid and CPR. The local emergency responders will be called for serious injuries. A parent will be notified promptly, and the child will be transported to the nearest hospital. In the membership application, parents/guardians authorize BGCNR to obtain immediate medical care if an emergency occurs. Parents/guardians are responsible for medical costs that may be incurred in cases of emergency.

MEDICATIONS

Policy prohibits staff members from administering prescription or over-the-counter medications of any kind. This includes skin cream, sunscreen and insect repellent. If your child requires emergency medication, such as an inhaler or EpiPen, you are required to provide the medicine in its original packaging and complete a Boys & Girls Clubs medical form. All emergency medications are locked in a storage cabinet at your child's site. If a situation arises that your child should need emergency medication, BGCNR staff will then allow him/her access to their emergency medication and allow him/her to administer the medication themselves.

BGCNR staff will not administer medication to a child unless your child is unable to physically administer the medication (e.g. a severe asthma attack or anaphylactic shock).

Medicines that are out of date or not clearly labeled in their original container will not be permitted.

PARENTAL NOTIFICATION

It is very important that we have up-to-date contact information for parents/guardians and emergency contacts. If your phone number or address changes, you are required to notify us as soon as possible. The phone numbers provided on the application are the only form of contact we have for notifying parents in case of an accident or emergency, so please make sure staff have accurate contact information.

EMERGENCIES AND DISASTER PLAN

In the event of a fire, natural disaster, or man-made disaster, staff will evacuate all children using the posted exit routes to our evacuation location, Columbus Elementary School. The appropriate authorities as well as parents and/or guardians will be contacted. Should parents and/or guardians be unavailable, those listed as a *Secondary* or *Other Emergency Contact* (as provided on the membership application) will be called. A written copy of the Emergency Preparedness Plan is posted at each site. Please see the Director to request a copy.

MANDATED REPORTING DUTIES & POLICY

We are required by law to report suspicion of child abuse or neglect to the Child Protective Services unit of the Department of Social Services.

STAFF RATIOS

Boys & Girls Clubs of New Rochelle is a licensed Summer Camp through the Westchester County Health Department.

Trained, qualified youth development professionals run our programs and supervise Club members. We follow state guidelines for ratios with one (1) program leader for every twelve (12) children.

SIGN OUT & PICK UP

At the end of each day, all members must be picked up and signed out by their parent/guardian or an authorized adult (18 years or older) on their list of contacts as indicated by the parent/guardian on their child's completed membership application.* Parents/guardians can add or delete authorized adults to their child's list of contacts. Please see Staff if there are persons to be added to your list of contacts. Please be advised that your child will not be released to any persons who are not listed as an authorized adult.

If there are person(s) for whom you wish not to allow contact with your child, please see our membership application to complete the appropriate field. In addition, you are required to provide legal documentation to support prohibitive contact.

If you or an authorized adult cannot pick-up your child and arrangements must be made with an adult who is not authorized, please notify Staff immediately to give permission for your child's release into their care. Please provide a first and last name of the adult who will be picking up your child. Please, inform them that will be required to present Staff with a valid photo identification card for verification.

To ensure your child's safety, **Boys & Girls Clubs of New Rochelle reserves the right to request picture identification** (e.g. driver's license, passport, student identification card, etc.) **from any parent/guardian or other representative whom is requesting release of a child into their custody.**

LATE PICK-UP

If you are running late please, contact the Club. There will be a 10-minute grace period before Late fees of \$1 per minute are charged. If a member is left at the Club sixty (60) minutes past the posted closing time, Boys & Girls Clubs of New Rochelle reserves the right to contact authorities to pick up member at the parent's/guardian's expense.

Additional Information

YOUR ROLE AS PARENT OR GUARDIAN

Our staff understands the importance of parental involvement as critical to your child's positive development. Children learn best when parents are involved in their child's school and their after school program. Our role as staff is to teach good moral values and trustworthiness while instilling a desire for community outreach, responsibility and professional success. Our hope is that the guidance we provide is merely a reinforcement of what is already being taught at home.

The success of any after school program can only be achieved through consistent staff-parent communication. Sharing observations, concerns, accomplishments and progress on a regular basis with parents or guardians promotes and reinforces the importance that all influencing adults have on their child's development; that their child's success in life can only be determined by an ever-increasing level of involvement.

WHERE TO SEEK HELP OR ASSISTANCE

If you have concerns regarding any matter directly related to a situation that occurred while your child

was in our care, it is essential that you speak first to the Club's Director. If you believe your concern is not resolved after a discussion with the Site/Unit Director, you should then request to discuss this concern with the Chief Programming Officer. If you still believe your concern is not resolved, you should discuss the concern with the Chief Executive Officer.

PARENT RESOURCES

Club Newsletters/Calendars are provided on a monthly/weekly basis. This informs parents/guardians of any upcoming events, programs, electives, reminders and parenting information. Please take the time to read our Club Newsletter and stay informed.

Family Handbook Parental Acknowledgement

Please sign below attesting that you have read, understand and agree to the policies outlined in the family handbook above.

Parents Name: _____

Childs Name: _____

Date: _____