

BOYS AND GIRLS CLUB OF EAST PROVIDENCE CHILDCARE HANDBOOK

2010/2011 Weekly Childcare Fees

After School	Sliding Scale* (\$50.00 - \$85.00 per week)
Before & After School	Additional \$10.00 per week
Before School	\$45 per week
Kinder Care PM Session	Sliding Scale* (\$50.00 - \$85.00 per week)

* Thanks to the generosity of our community and corporate donors, we are able to offer a sliding scale for our after school childcare program. Please contact the office at 434-6776 to determine your weekly rate.

Child Care fees are based on a forty-two (42) week program. If you need to take your child out of the program for any length of time, please notify us immediately; however, because of the demand for quality childcare, we cannot guarantee future placement.

Holiday Schedule

The Boys & Girls Club of East Providence will be closed on the following holidays:

Labor Day (Sept. 6)	Staff Planning Day (Sept. 7)
Columbus Day (Oct. 11)	Veteran's Day (Nov 11)
Thanksgiving Day (Nov. 25)	
Friday after Thanksgiving (Nov 26)	
Christmas Eve (Dec. 24)	New Year's Eve (Dec 31)
Martin Luther King, Jr. Day (Jan. 17)	
Memorial Day (May 30)	

Please be sure to make arrangements for your child's care on these days.

Clubhouse Contact Information

Main Clubhouse/ Office: 115 Williams Avenue
East Providence, RI 02914
Tel: (401) 434-6776
Fax: (401) 431-1106
Unit Director: Martin DeCosta
Email: mdecosta@epbgc.org

Riverside Unit: 115 Williams Avenue
East Providence, RI 02914
Tel: (401) 536-4231 (2:30 – 6:00 only, call main office before 2:30)
Fax: (401) 431-1106
site Director: Randie King
Email: rking@epbgc.org

WELCOME!

We are pleased that you have chosen the Boys & Girls Club of East Providence for your child care needs. Our goal is to provide affordable child care for working parents, while assuring them that their children are cared for in a safe, healthy and learning environment. Following for your review are our childcare policies:

REGISTRATION

Club membership and child care registration is required and must be completed prior to your child's first day. Please include a recent photograph of your child and be sure that all work and emergency phone numbers are accurate.

All children enrolled in our child care programs must be members of the Boys & Girls Club of East Providence. The membership fee is \$18.00 per year and must be paid before your child can participate in any programs.

HOURS OF OPERATION

Williams Avenue Clubhouse:

Childcare: Mon. – Fri. from 6:30 am to 8:30 am, 2:30 to 6:00 pm

School Vacations: 6:30 am to 6:00 pm (except holidays noted above)

Office: Mon – Fri 7:00 am to 5:30 pm

Riverside Unit: Monday through Friday from 2:30 pm to 6:00 pm.

School Vacations; Closed. Children can attend the Williams Avenue Club House Before school care for children attending Oldham School opens at 7AM. Children attending other Riverside schools can bring their children to Williams Avenue for before school care

Parents/guardians who do not pick up their child by 6:00 pm will be charged a **late fee of \$5.00 for every 15 minutes** or portion thereof. If for some reason you are unexpectedly delayed and you call to let us know this late fee can be waived.

PAYMENTS AND FEES

The weekly fee for child care must be paid the Friday before services are rendered. If payment is not received by noon on Monday, a **\$5.00 late fee** will be added to your account.

Payments can be made by cash, check, money order, credit card, or debit card. We accept Visa Mastercard and Discover . **There will be a \$10.00 fee for any returned check.** Please contact our office if unforeseen circumstances arise so that a payment arrangement can be made.

Child care fees are expected for 42 weeks. Each child is permitted 1 week of vacation at no cost and a 2nd week of vacation at one half of the usual fee each year. **You must notify the Club in writing by the Wednesday prior to each vacation week you are taking.** We have included vacation request forms at the end of this booklet for your convenience.

If you receive childcare assistance from the Rhode Island Department of Human services you must also fill out the childcare vacation request form and authorize the Boys and Girls Club to

request payment. The Department of Human Services allows this authorization twice per year. If you fail to fill out the vacation request form or take more than 2 weeks vacation you will be charged our minimum rate of \$50.00 for the week your child did not attend.

ABSENCES

As a parent, it is your responsibility to notify us if your child will not be attending the childcare program for any reason. If we do not receive notification that your child will be absent you may be contacted to confirm that your child was not supposed to attend the childcare program as soon as all drivers have returned and checked in with the office. If you choose to take your child out of the program for any length of time we ask that you give us in advance one week written notice. You will not be charged during this time, however you may lose your child's slot.

No discount is given for missed days or holidays, unless there is an extended illness of one week or more. In that case, a discount may be given, upon receipt of a doctor's note.

Please see the Payments and Fees section above for information on vacations.

MEDICINE

Neither prescribed nor non-prescription medications shall be administered to your child without written parental authorization. These written instructions shall include the child's name, medication, time and dosage to be given.

Prescription medication cannot be administered to your child without a written order from a licensed physician. Medicine in its original container from the pharmacy is acceptable, provided it contains the child's name, medication, time and dosage to be given.

Whenever possible, medications should be given at home. Parents/guardians must give any medications to a child care staff person. Do not send it in with your child.

SCHOOL CANCELLATIONS/EARLY RELEASE

All announcements regarding the Boys & Girls Club will be made on WPRO 630 AM and WPRO 920 FM as well as on Channel 10 and Channel 12. Cancellations will also appear on channel 10's website (www.turnto10.com) and Channel 12's website (www.wpri.com). If school is canceled and there is a parking ban in the City of East Providence, the club will be closed. If children are released early from school due to weather conditions, we will make every effort to transport them in the normal fashion.

AUTHORIZED PICKUP

Child care regulations allow us to release children only to 1) The parent/guardian, 2) an individual who has been authorized, in writing, by the parent/guardian to pick up the child, and whose identity can be verified by a photo ID. There will be no exceptions to this policy, so be sure that anyone you may want to pick up your child is listed on the Pickup Authorization Card. Additions, corrections or deletions must be done in person by the parent/guardian.

If your child will be picked up by an authorized adult other than his or her parent, you must call our center and authorize this prior to the child being released into their care even if they are already on the Pickup Authorization Card.

Parents/guardians who have a protective or no contact order against any individual shall notify and provide a copy to child care staff. If the person upon whom the order has been placed attempts to remove a child from the program, we will call the East Providence Police Department and notify you as soon as possible.

SNACKS/NUTRITION

An afternoon snack is provided to each child in our program. During vacations, a morning snack is provided as well. Please be sure to notify us of any allergies or dietary limitations your child may have.

During vacations, when children are here for a full day, you are responsible for providing their lunch and drink (no glass bottles and no lunches that need to be heated up, please). In preparing their meal, we would encourage you to select foods based on the USDA food pyramid. A diet rich in grains, fruits and vegetables and low saturated fat and cholesterol will reduce the risk of many illnesses, including heart disease. Packing your child a nutritious lunch will help to ensure your child of the proper growth and development they need during these formative years.

TRANSPORTATION

Transportation to and/or from school is provided by the Boys & Girls Club vans. Please review the following safety rules with your child and stress the importance of obeying them.

- 1) Seat belts must be worn tightly when the van is in motion. No child is to unbuckle their seat belt, or anyone else's seat belt until the van has stopped.
- 2) No food, drinks or gum chewing on the vans.
- 3) No shouting or swearing.
- 4) No horseplay, such as throwing things, hitting, pushing etc.
- 5) Children must be seated at all times when on the van.

Continuous violations of safety rules will result in suspension from the van.

TOYS FROM HOME & LOST AND FOUND POLICIES

Please note that the Boys & Girls Club of East Providence is not responsible for the loss, theft, or breakage of any items brought from home.

Each EPBGC location maintains and Lost & Found at the office in the event that your child has misplaced an item. Found items are kept for **TWO WEEKS** after which time they are donated to charity. Prior to items being donated, we will make every effort to determine the owners of found items. Please label your children's items, especially coats, hats, gloves, swim suits, and towels, so that we may return misplaced items easily to their proper owners.

BOYS & GIRLS CLUB OF EAST PROV. RULES & REGULATIONS

At the Boys & Girls Club of East Providence, the safety of our members is our primary concern. Therefore, we have the following rules and regulations in place:

- **NO** hitting, pushing, shoving, kicking or any other type of contact is allowed between children.
- **NO** throwing of anything, except balls or other sports equipment during organized games.
- **NO** swearing.
- **NO** eating in the games room.
- **NO** cell phones on Club property including Club vehicles. (If you need to reach your child in the event of an emergency, please do so by contacting the club directly).
- **NO** gum chewing.
- **NO** running in the building, except during structured athletic activities.
- **DO** show respect for staff and other children at all times.
- **DO** follow the rules of play listed for each activity in the games room.

GUIDANCE AND DISCIPLINE

One of the major objectives of the Boys & Girls Club of East Providence is to help children grow into responsible individuals. In cooperation with home, school and community, we can best fulfill our role in this area by providing a constructive daily program that emphasizes honesty, respect and responsibility.

Since we are a guidance-oriented agency, we will always take time to talk to a child with deficient behavior. Many times all we need to do is talk with a child to mediate a disagreement or correct misconduct. However, if our normal remedial actions have no effect and the misbehavior continues, the following discipline procedure goes into effect.

Level 1

Staff talks to child emphasizing positive behavior, conduct and sportsmanship, and outlines why child is being spoken to.

Level 2

Staff reviews Level 1, and the child is given an appropriate consequence for their actions, typically a five minute "Time Out" from an activity.

Level 3

Staff again reviews Level 1. At this time, the child may be given a second time out (typically ten minutes in duration) or may be sent to the Unit Director to discuss the problem. The Unit Director will also verbally notify parent/guardian of misbehavior.

Level 4

The child will be sent to the office where they will meet with a senior staff member to discuss the problem. An appropriate consequence, for example staying back from a group trip to the park, will be levied. A written notice is sent to the parent/guardian requesting conference to address the child's misbehavior.

Level 5

A conference with parent/guardian will be scheduled with possibility of suspension.

If problems continue to escalate beyond Level Five, the child and their parent/guardian will need to meet with the Executive Director of the EPBGC to sign a behavior contract in order to continue participating in Club programs.

If there is a serious, ongoing problem with a child, the unit director, program director or executive director reserves the right to immediately suspend him/her, with a follow up conference at a later date. The executive director also reserves the right to revoke membership permanently in certain situations including, but not limited to, bringing weapons or drugs onto club property, threatening serious harm to other children or staff, and threatening serious damage to club property.

BULLYING POLICY

What is bullying? Bullying happens when someone hurts or scares another person on purpose and the person being bullied has a hard time defending himself or herself. Usually, bullying happens over and over. Examples of bullying behavior include:

- Punching, shoving and other acts that hurt people physically
- Spreading bad rumors about people
- Keeping certain people out of a "group"
- Teasing people in a mean way
- Getting certain people to "gang up" on others

The motto of the Boys & Girls Club is "A Positive Place for Kids," and so we are working hard to ensure that no bullying is happening here. In order to do so, we have adopted the following bullying policy, separate from our discipline policy outlined above.

1. The first time a child acts as a bully, they will be given a verbal warning by Club staff. The unit director will be informed of the situation, and the parent will be advised that a verbal warning has been issued.
2. The second time a child acts as a bully, they will be sent to the office. S/he will be given a written warning by the unit director, and will be punished either by sitting in time out in the office or by doing some community service acts at the Club. The unit director will contact both the victim and the accused bully's parents/guardians by phone to discuss the situation.
3. The third time a child acts as a bully, they will be sent home from our center. They can return the following day provided that the family meets with the unit director or executive director. The family of the victim will also be contacted again.
4. The fourth time a child acts as a bully, the child will be sent home from the Club for the day and will not be able to return until a behavior contract is drafted and signed by their parents and the staff.
5. If the behavior contract is violated by future acts of bullying, the child will be expelled from our program.



BOYS & GIRLS CLUB
OF EAST PROVIDENCE

**Boys & Girls Club
Of East Providence**
115 Williams Avenue
East Providence, RI 02914
Tel 401-434-6776
Fax 401-431-1106
www.epbgc.org

Childcare Request for Vacation Form

I _____ Parent/Guardian of _____ request
a vacation for my child from the Boys and Girls Club of East Providence Childcare
Program.

From _____ To _____
Date Date

____ I am requesting my free week

____ I am requesting my half-week

____ I receive DHS support and authorize the Boys and Girls Club of East Providence
to request payment for my child.

Parent/Guardian Signature Date

Approved by: _____
Unit Director Signature Date



BOYS & GIRLS CLUB
OF EAST PROVIDENCE

**Boys & Girls Club
Of East Providence**
115 Williams Avenue
East Providence, RI 02914
Tel 401-434-6776
Fax 401-431-1106
www.epbgc.org

Childcare Request for Vacation Form

I _____ Parent/Guardian of _____ request
a vacation for my child from the Boys and Girls Club of East Providence Childcare
Program.

From _____ To _____
Date Date

____ I am requesting my free week

____ I am requesting my half-week

____ I receive DHS support and authorize the Boys and Girls Club of East Providence
to request payment for my child.

Parent/Guardian Signature Date

Approved by: _____
Unit Director Signature Date