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## ***2018 – 2019 CHILDCARE HANDBOOK***

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### **2018/2019 Weekly Childcare Fees**

Before & After School	<i>Sliding Scale Starting At:</i>	\$87.00 per child
After School	<i>Sliding Scale Starting At:</i>	\$77.00 per child
Before School		\$50.00 per child

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.

Hennessey Scholar Camp is a 21<sup>st</sup> Century Community Learning Center. Beginning this school year there will be a small weekly fee that can be paid annually, semi-annually or weekly. Please see the office for Hennessey rates.

### **HOLIDAY SCHEDULE**

The Boys & Girls Club of East Prov. will be closed on the following days:

- Staff Planning (Aug 27)
- Labor Day (Sept. 3)
- Staff Training Day (September 28)
- Columbus Day (Oct. 8)
- Veterans' Day (Nov. 12)
- Thanksgiving Break (Nov. 22– Nov. 23)
- Christmas Eve (December 24)
- Christmas (December 25)
- New Year's Day (Jan 1)
- Martin Luther King Day (Jan. 18)
- Memorial Day (May 27)
- Independence Day (July 4)
- Victory Day (August 12)

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

The following are days that there is no school but the Williams Ave Club will be open:

- Primary Day (September 12)
- Election Day (November 6)
- Day before Thanksgiving (Nov 21)
- Holiday Recess (26-28, 31)
- Winter Recess (Feb 18-22)
- Spring Recess (April 15-29)

## **WELCOME!**

We are pleased that you have chosen the Boys & Girls Club of East Providence for your child care needs. Our mission is a simple but critical one: to inspire, enable, educate and reach out to all young people in East Providence, particularly those who need us the most, to realize their full potential as productive, responsible, and caring citizens. The goal of our childcare program 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. Please feel free to contact us at 434-6776 with any questions you may have.

## **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 \$20.00 per year and must be paid before your child can participate in any programs.

## **HOURS OF OPERATION**

**Office:** Mon – Fri, 7:00 am – 5:30 pm

*Williams Avenue Clubhouse:* Mon – Fri 6:30 am to 8:30 am, 2:30 pm to 6:00 pm  
*School Vacations:* 6:30 am – 6:00 pm (except holidays as noted above)

*Riverside Unit:* Monday – Friday 7:00 am to 9:00 am, 2:30 pm to 6:00 pm

*Hennessey Unit:* Monday – Friday 7:00 am to 9:00 am, 2:30 pm to 6:00 pm

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.*** Payments can be made by cash, check or money order. **There will be a \$20.00 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, although 1 week of vacation, at no cost, is allowed with prior notice. A second week of vacation is allowed at one half of the usual child care fee. Vacation is defined as 1 week, Monday through Friday, in which the child does not attend the program at all. In order to receive your free week and half week you

**must** fill out a vacation request form by the Wednesday prior the week you are requesting. If you receive state assistance you must also fill out this request form or you will be charged the lowest rate on our sliding scale for that week.

### **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 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. If you do not provide written notice you will be charged the weekly fee until we have received notice. Written notice must be given to the main office and you should receive a signed receipt acknowledging that the office has received your written notice. Written notice may also be provided via email to Germaine Brito at [gbrito@epbgc.org](mailto:gbrito@epbgc.org).

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.

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## ***EPBGC MEAL PROGRAM***

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The following meals and snacks are included free of charge as a part of the EPBGC childcare program:

**Breakfast** – A breakfast (consisting of cereal, nutigrain bars, or a similar cold breakfast) is served from 7:30 – 8:00 am on school days only at our Williams Avenue Unit.

**Lunch** – Boxed lunches (sandwiches, a snack, fruit, and a milk) are served during school vacations or days that the Club is open full day only.

**Afternoon Snack** – A healthy afternoon snack is served immediately after school on Monday's ONLY at our Williams Avenue Unit. Snack is served Monday – Friday at our Hennessey and Oldham Sites

**Dinner** – Thanks to our partnership with Kids' Café and the RI Food Bank, dinner is served from 4:00 – 5:30 pm Tuesday – Friday. Hot dinners are provided Tuesday, Wednesday, and Thursday, and a sandwich or similar cold meal is provided on Friday. Dinner is served YEAR ROUND including school vacations at our Williams Avenue Unit only.

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## **Health Policies**

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### **Illness Policy**

- Parents will be contacted to pick up their children, **as soon as possible**, if any of the following conditions exist:
  1. Fever (temperature of 100° or above).
  2. Abdominal pain, breathing difficulty, or other pain which is persistent, lasting at least 30 minutes.
  3. Indications of a contagious disease.
  4. Other symptoms (i.e. vomiting, diarrhea, rash) which the staff feels warrants such action.
- Children may return to the program under the following conditions:
  1. The child is well enough to attend school.
  2. Antibiotic treatment has been given for at least 24 hours.
  3. Lesions (chicken pox) have dried and crusted.
  4. If seen by a doctor, child has been cleared to participate in regular activities.
- Parents will be notified in the case of any communicable disease such as Mumps, Measles, or Chicken Pox.

### **Emergencies**

Emergency information should be kept up to date. Staff must be able to contact parents in case of an emergency. If changes occur, please notify the Site Coordinator in writing.

#### **In the event of a medical emergency:**

1. Call 911
  2. Call parents
  3. Call emergency contacts if the parents cannot be reached
- \*Depending on the urgency of the situation, parent may be contacted prior to initiation of EMS (911)

### **Emergencies While on a Field Trip**

If an accident or acute illness occurs while on a field trip, the Trip Coordinator will take charge of the emergency, assess the situation, and give first aid as needed. The method and urgency of transportation for the children to receive medical treatment will be determined by the Trip Coordinator based on the severity of the emergency or illness. If necessary, an ambulance will be called.

The Associate Director, Executive Director, or other designated adult, will be contacted by the Trip Coordinator as soon as possible and informed of the nature and extent of the injury and the proposed plan of action.

As a preventive measure, prior to departure from the center, the Associate Director, and/or Trip Director will determine appropriate guidelines to be followed during the field trip to insure continuity and safety of the children including:

- 1.) A first aid kit will be taken in all vehicles on all field trips.
- 2.) Emergency information, including contacts and telephone numbers, will be taken on all field trips.
- 3.) On a field trip, staff must know the location of a telephone and have appropriate change to be able to use it or have a working cell phone available.

### **Procedures for Using and Maintaining First Aid Equipment**

Location of first aid kit - Each site will have a first aid kit. Its location will be marked by a red cross on the front of the container. The first aid kits are stored out of the reach of children but easily accessible in case of emergency.

Who maintains the first aid kit? - The first aid kit is kept supplied by the Unit/Site Director. First aid kits will be inspected monthly but supplies will be replaced as needed. Staff should report missing items to the Unit Director.

Staff certified in first aid and in accordance with the recommended procedures will use all first aid supplies and/or equipment. All staff must be first aid certified within six (6) months of employment. One staff member certified in CPR must be on the premises during all hours of operation.

#### Contents of first aid kit

Band-aids	Disposable non-latex gloves	
Gauze pads	Gauze roller bandage	
Adhesive tape	Instant cold pack	Thermometer
Compress	Scissors	

### **MEDICATION POLICIES**

#### **Prescription Medication**

1. Prescription medication must be brought to the program in its original container and include the child's name, the name of the medication, the dosage, the number of times per and the number of days the medication is to be administered. This prescription label will be accepted as the written authorization of the physician.
2. The Center will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician.
3. The parent must provide written authorization for the Club to administer any medication.

#### **Non-prescription Medication**

1. Non-prescription medication will be given only with the written consent of the child's physician. The Center will accept a signed statement from the

- physician listing the medication(s), the dosage, and criteria for its administration.
2. Along with the written consent of the physician, the Club will also need written parental authorization.

### **All Medications**

1. The first dosage must be administered by the parent at home in case of an allergic reaction.
2. All medications must be given to the Unit Coordinator directly by the parent.
3. All medications will be stored out of reach of the children. All medications that are considered "controlled substances" must be locked and kept out of reach of children.
4. The Unit Director will be responsible for the administration of medication. In his/her absence, the Associate Director will be responsible.
5. The Club will maintain a written record of the administration of any medication which will include the child's name, the time and date of each administration, the dosage, and the name of the staff person administering the medication. This completed record will become part of the child's file.
6. All unused medication will be returned to the parent.

### **Allergies**

- 1.) Allergies should be identified by the parent on the registration form so that known allergens can be avoided.
- 2.) An allergic child may be removed from the environment causing the allergic reaction, or the allergen is taken out of the child's space, as appropriate to the situation.
- 3.) Food allergies are noted to the appropriate staff and a special diet may be posted for the child.

### **Injury Prevention**

- 1.) The Site Coordinator/Program Director will make a daily safety check of the Club/sites to ensure the removal and/or repair of potentially hazardous items or conditions.
- 2.) All toxic and hazardous substances are disposed of immediately or kept in locked closets out of reach of the children.
- 3.) No smoking is allowed on the premises.
- 4.) An injury report for any incident which requires first aid or emergency care will be maintained in the child's file. The injury report includes the name of the child, date, time, and location of accident or injury, description of injury and how it occurred,

name(s) of witness (es), name(s) of person(s) who administered first aid, and first aid required. Staff should use the Injury Report form to record the above information. Staff should submit the completed form to the Program Director for review.

5.) Once the Program Director has reviewed the Injury Report form and has signed it, it should be given to the parent. The parent should be allowed to review it, sign it, and then be given a copy.

6.) Only staff who have a current First Aid certification will be allowed to administer first aid, no matter how minor the injury.

### **Injury Reports**

1.) Injury reports must be filled out within 24 hours, a copy placed in the child's file, and a copy given to the parents. The injury is then written in the injury log.

2.) Parents are notified immediately if any injury requires emergency care. An accident report must be filled out for any injuries involving the head or neck.

### **Managing Infectious Diseases**

1.) Staff will take extra special precautions when children who are ill are diagnosed at the Club and when children who are mildly ill remain at the Club.

2.) Children who exhibit symptoms of the following types of infectious diseases, such as gastro-intestinal, respiratory, and skin or direct contact infections, may be excluded from the Club if it is determined that any of the following exist:

- the illness prevents the child from participating in the program activities or from resting comfortably;
- the illness results in greater care need than the child care staff can provide without compromising the health and safety of the other children;
- the child has any of the following conditions: fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness;
- diarrhea;
- vomiting two or more times in the previous 24 hours at home or once at the Club;
- mouth sores, unless the physician states that the child is non-infectious;
- rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease;
- purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow discharge, often with matted eyelids) until examined by a physician and approved for re-admission, with or without treatment;
- tuberculosis, until the child is non-infectious;
- impetigo, until 24 hours after treatment has started or all the sores are covered;
- head lice, free of all nits or scabies and free of all mites;
- strep infection, until 24 hours after treatment and the child has been without fever for 24 hours;
- chicken pox, until last blister has healed over.

3.) A child who has been excluded from child care may return after being evaluated by a physician, physician's assistant, or nurse practitioner, and it has been determined that he/she is considered to pose no serious health risk to him or her or to other children. Nevertheless, the Club may make the final decision concerning the inclusion or exclusion of the child.

4.) When a communicable disease has been introduced into the Club, parents will be notified immediately in writing by the Program Director. Whenever possible, information regarding the communicable disease shall be made available to parents.

### **Infection Control**

1.) All staff and children should practice a strict hand washing schedule. At minimum, hands should be washed:

- before handling or eating food
- after toileting or assisting children
- after contact with bodily fluids (blood, mucous, feces, and vomit)
- after cleaning areas contaminated with body fluids
- after handling pets or their equipment
- after returning from outdoor play

2.) Hands should be washed with running water and liquid soap using friction for 15-20 seconds and dried with paper towels.

3.) Disposable gloves are provided to be used for cleanup of bodily fluids and blood spills. Used gloves shall be thrown in a lined, covered container.

4.) Bloody clothes shall be sealed in a plastic container or bag, labeled, and returned to the parent at the end of the day.

### **Child Abuse and Neglect Policy and Procedure**

1. All staff members are mandated reporters according to the Rhode Island General Law. This means that if a staff member has a reasonable suspicion of abuse or neglect of a child he/she must file a report with the Department of Social Services.

2. The following procedure will be followed:

- A staff member who suspects abuse or neglect must document his/her observations including the child's name, date, time, child's injuries, child's behavior, and any other pertinent information. The staff member will discuss this information with the Program Director.
- The Program Director or the staff member with the assistance of the Program Director will make a verbal report to DCYF, to be followed by a required written report 51A within 48 hours.
- If a staff member feels that an incident should be reported to DCYF, and the Program Director disagrees, the staff member may report to DSS directly.
- All concerns of suspected abuse and neglect that are reported to DCYF will



be communicated to the parents by the Program Director unless such a report is contra-indicated.

Procedure for Identifying and Reporting Child Abuse/Neglect while in the care of the Club.

1.) It is the Club's commitment to protect all children in care from abuse and neglect. The following are procedures for reporting suspected child abuse/neglect while the child is in the Club's care.

- Any report of suspected abuse or neglect of a child will be immediately reported to the Department of Children, Youth & Families. A meeting will be held with the staff member in question to inform him/her of the filed report.
- The staff member in question will be immediately suspended from the program with pay pending the outcome of the DCYF investigations.
- If the allegations of abuse and neglect are substantiated, the employee will be immediately terminated.

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## **SCHOOL CANCELLATIONS/EARLY RELEASE**

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As we recognize that childcare is critical to those families enrolled in our programs, our sites make every effort not to close for weather-related circumstances. However, If school is cancelled **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 to our Williams Avenue Clubhouse. In some such cases, we may make the decision to close early for the safety of our staff. If this is the case, we will call and/or send a text alert to registered families.

**Closing Notifications:** All official announcements regarding the Boys & Girls Club of East Providence will be made through the Rhode Island Broadcasters Association, which shares this information with all local media outlets. Additionally, we will send a text alert to all families who have signed up for our Remind Text Alert service. **Please refer to these sources for updated information – during a weather emergency, it is often difficult for us to answer the volume of parent calls asking about our schedule, therefore calling the Club may not provide the most updated information.**

**Due to our already-discounted fees, there will be NO REFUNDS based on weather-related closings.**

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## ***AUTHORIZED PICKUP***

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Child care regulations allow us to release children only to 1) The parent/guardian, 2) an adult 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.

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.

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## ***TRANSPORTATION***

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Transportation to and/or from school, camp, and field trips is provided by the Boys & Girls Club vans, East Providence School Dept. busses, and/or contracted transportation companies. Children are only permitted to ride in private vehicles in the case of an emergency; if such an occurrence arises, the staff member operating the vehicle needs to get permission from both the child's parent/guardian and their supervisor prior to taking such action.

### Club-Owned Transportation

#### *Licensing*

The Club conducts a driving record background check for all potential Club drivers.

If said check is clear, and the driver does not already have a commercial license (CDL or chauffeurs), the employee then applies to receive a chauffeurs license, which is the minimum commercial endorsement required to operate a Club van.

#### *Operations Policies*

- Club vehicles transporting children must follow all Rhode Island laws for public carriers, including having an annual inspection at a State facility and having mandated safety equipment in the vehicle at all times.
- Before operating any Club vehicle, drivers must to do a vehicle safety check.
- Drivers are prohibited from fueling the vehicle while children are in the vehicle.

- Drivers are prohibited from using cell phones while operating Club vans or busses, including for navigational purposes.
- Drivers and/or bus monitors must take attendance of riders as they enter the vehicle. Appropriate lists will be provided to the drivers by program staff.
- No child under the age of twelve may ride in the front passenger seat of any Club vehicle. Children ages 12 – 14 need parental permission to do so.

#### *Safety Regulations for Children*

- 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 vehicle has stopped.
- 2) No food, drinks or gum chewing on the vans or busses.
- 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 or bus.

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## **TOYS FROM HOME & LOST AND FOUND POLICIES**

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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. If you read this sentence, please see the office for a prize. 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.

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## **BOYS & GIRLS CLUB OF EAST PROVIDENCE RULES & REGULATIONS**

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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:

- 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.
- 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 or gym.
- NO gum chewing.
- NO running in the building, except during structured athletic activities.
- NO weapons of any kind are allowed at the Club. Violation of this policy is grounds for immediate expulsion.
- NO tobacco, alcohol, or other drugs are allowed at the Club. Violation of this policy is grounds for immediate expulsion.

### **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 gives child verbal warning.

#### **Level 3**

Staff again reviews Level 1, but also verbally notifies parent/guardian of misbehavior.

#### **Level 4**

Written notification to parent/guardian requesting conference to address the child's misbehavior.

#### **Level 5**

A conference with parent/guardian and 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 to sign a behavior contract in order to continue participating in Club programs.

If there is a serious, ongoing problem with a child, the child care staff 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 Club staff, and threatening serious damage to Club property.

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## **BULLYING POLICY**

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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 rumors about people
- Keeping certain people out of a group
- Teasing
- Getting certain people to gang up on others
- Making negative comments about someone's appearance

The Boys & Girls Club of East Providence has 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.