

The After School Program of the Boys & Girls Club of the Berkshires Parent Handbook



The After School Care Program is a supervised program held at the Boys & Girls Club of the Berkshires that provides a safe and secure environment for children.

Activities include arts & crafts, gym activities, homework help, swimming, games and more. Transportation is limited but provided from several schools through the Pittsfield School Bus Operations. The program runs for the entire school calendar year.

The mission of the Boys & Girls Club of the Berkshires, Inc., is to enhance the quality of life for youth as participating members of a richly diverse society. With emphasis on being socially and economically inclusive, the Boys & Girls Club of the Berkshires, Inc. helps youth to help them to realize their potential for growth, development, and leadership.

Licensed by EEC

Site Supervisor: Kaliegh Hayes

The After School room can be reached Monday - Friday 3:15-5:30
by calling 448-8258 ext. 31

Rates are as followed:

\$80.00 a week (After School Only)

\$115.00 a week (Before School & After School)

\$23.00 per half-day

30.00 per full day (Such as holidays and snow days)

Program Details:

Hours:

- Before Care- 7:15-8:30
 - *Delays we open at 8:30
- After Care- 2:30-5:30
- Half Day- 10:30-5:30
- Snow Days- 8:30-5:30
- Vacations/ Holidays- 7:15-5:30

Welcome!

We would like to welcome your child to our After School Care Program and give you the following information concerning this program. The After School Care Program is one of many programs and services sponsored by the Boys & Girls of the Berkshires. The program is licensed by EEC (Early Education and Care). The After School Program Staff consists of a Program Administrator, Site Supervisor, Group Leaders and as needed Assistant Leaders.

Statement of Purpose

Our purpose is to provide school aged children with the opportunity to participate in recreational, vocational and social programs which will allow for creativity and constructive use of their leisure time in a safe environment.

We are open during the hours of 3:15pm to 5:30pm. On school vacations, we are open from 7:15am to 5:30pm. A list of holiday closures will be given to each parent upon signing up for the program.

We welcome parent participation and welcome their input/ suggestions. Parent/Guardian are encouraged to come to the After School Care Boys & Girls Club Staff with any concerns regarding their child or our program. The Club cannot resolve a problem unless we are aware it exists.

We serve youth Grade K through Grade 5. We do not discriminate in providing these services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, disability, or marital status.

Contact Information:

Kalieggh Hayes, *Site Supervisor*

Email: KHayes@BGCBerkshires.org

Phone: (413) 448-8258 EXT. 31

Parent & Child Information

Every child has the right to expect to have the best possible experience at the Boys & Girls Club After School Program. We realize that the potential for bullying or hurting a child exists in any group situation; therefore, there must be measures in place to keep such behavior out of the program. Part of the program experience is learning how to deal with new people and different situations, but sometimes there are situations where your child may need to ask for adult help. Please encourage your child to ask staff whenever they feel they need help. We will be in contact with the parent as events may unfold. We strive to provide a safe, happy environment for your child. So if you have ANY concerns, please contact the Site Supervisor.

Conduct: We do not permit language or actions that can hurt or frighten another person, including staff. Specifically this includes: Angry or vulgar language including swearing, name calling, and shouting; Physical contact with another person in an angry or threatening way; Any demonstration of sexual activity or sexual contact with another person; Harassment or intimidation with words, gestures, body language or other menacing behavior; Behavior which intends to or results in theft or destruction of property; Carrying or concealing any weapons or devices that may be used as weapons. Every situation will be assessed as to the severity of the circumstance but please know that bullying or abusive conduct will not be tolerated. It may start with just a time-out for the child (with a call to the parent), if it continues it may mean a day off or even being removed from the program.

Expectations: Good behavior will be the standard. The staff will work in partnership with parents, keeping them informed of behavior issues and methods used to teach and guide the children toward socially acceptable behavior. Behavior problems that cannot be resolved cooperatively will result in your child's dismissal from the After School Program. Certain abusive behaviors will result in immediate dismissal. If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with program staff. This will enable us to work more effectively and productively with your child.

Background Information/Grievances: If at any time a parent feels that an issue has not been addressed or resolved and it may need to be pursued further, we are here to support that process. It is essential that parents and families are heard when they raise a concern. All parent concerns should be addressed initially at the level closest to the event in an effort to come to a resolution. The early identification and communication of a concern and prompt initiation of a resolution can help avoid further problems.

If you have a question, concern or issue, the following steps will help facilitate the problem solving process:

1. Speak with a group leader
2. If unsatisfied, then speak with the Site Supervisor, Kaliegh Hayes 413- 448-8258 ext.31 or Email khayes@bgcberkshires.org
3. If unsatisfied, please speak with the Program Administrator, Marilyn Ryan 413-448-8258 ext. 41 or Email Mryan@bgcberkshires.org

Lost & Found: The After School Program has a lost and found. It is highly recommended that you label all items with your child's name. While we make every effort to keep all the child's belongings in their backpack or with them, The After School Program or the Boys & Girls Club will not be held responsible for lost or stolen items.

Personal Belongings: Please do not allow your child to bring personal belongings to the program. *The After School Program cannot be responsible for the loss or damage of electronics, toys, games, clothes, or other personal belongings.*

Please do not bring the following items to the program:

- Weapons of any sort – fake or real!
- Toys, stuffed animals
- Expensive clothes
- Nail polish/ makeup
- Valuable items
- Fidget spinners

Staff:

The After School Program strives to hire a highly qualified, well-trained staff to conduct the After School Program. The staff is composed primarily of college students, high school students, recent graduates, and school teachers. The staff members are innovative and creative individuals who love working with children. All staff go through the EEC required training sessions. Staff ratio is 12:1. Two staff or more at all times for swimming activities.

Background Information: When hiring staff: 1. Staff must have 3 references. 2. Criminal Background checks: All Boys & Girls Club of the Berkshires employees and board volunteers must undergo an annual criminal background check, and all volunteers (including minors) who have direct contact with children must also receive an annual background check. The requirement also applies to staff and volunteers from other organizations who may work in local Clubs as part of a partnership or collaboration. 3. We are not able to actually hire staff until after the CORI check has been run.

Transportation:

Children will be brought directly to the Club from their school by their designated Pittsfield Public School bus. Please call when your child will not be attending the After School Care Program, so the staff will not expect him/her. School busses are met by a member of our staff when children are discharged from the bus. Transportation will not be provided during full days, school vacations or snow days.

We comply with all pertinent regulations of the Registry of Motor Vehicle and the Department of Transportation governing the safe delivery of transportation services.

Parents are responsible for picking up their children at the Club NO LATER THAN 5:30pm.

Field Trips:

Due to the number of children in our program, most field trips will be within walking distance. If transportation is needed the Boys & Girls Club bus will be used for small groups of sixteen or under. Advance notice will be given to the parents.

Only certified drivers will be allowed to drive the van. Written parental consent forms for each child are filed in the child's folder.

Policies

Policies and procedures are created to influence and determine all major decisions and actions, and all activities take place within the boundaries set by them. Procedures are the specific methods employed to express policies in action in day-to-day operations of the organization.

Snow Day Policy: If school is cancelled or there is a delay, the Boys & Girls Club will open an hour later than usual (8:30am). This will allow our staff as well as families to safely commute to the Boys and Girls Club. No transportation will be provided. If an emergency arose and the Club won't open or had to be closed earlier than 5:30, a text message will be sent out, emailed, and all the local radio stations would make an announcement informing you of this decision.

Discipline Policy: If your child needs to be disciplined, acceptable measures may include; stern verbal warnings, time-out from an activity, removal from an activity and placed with a staff member away from the group, suspension from the After School Program, or removal from the After School Program.

Requirements for Discipline

I. Discipline and guidance shall be consistent and based upon an understanding of the individual needs and development of a child. The Site Supervisor shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it.

II. Procedures for disciplining children

A. Prohibitions

1. Corporal punishment, including spanking, is prohibited.
2. No child shall be subjected to cruel or severe punishment, humiliation, or verbal abuse.
3. No child shall be denied food or shelter as a form of punishment
4. No child shall be punished for soiling, wetting or not using the toilet

B. Methods of Discipline

1. Time-Outs
2. Sent to Office
3. Sent home *To be determined by the Site Supervisor.

C. Record Keeping

1. Incident Reports
 - a. Date, Time, Child's Name, Staffs Name and Brief Description of the incident
 - b. Bring form to Site Supervisor.
2. Notifying Parents/Legal Guardians *To be done by the Site Supervisor.

Late Pick Up Policy: Our program closes at 5:30 pm. If you are late picking up your child, it affects the club staff, our teaching staff and most importantly-your child. Unless there are extenuating circumstances (i.e car trouble, family emergency...) you will be charged a \$15.00 late fee if you arrive at the center any later than 5:30. You will be expected to call and let us know if you will be late. If you are late more than 3 times your child will lose his/her slot in the program.

As a fully licensed child care center, we are in compliance with all regulations set forth by the Massachusetts

Department of Early Education and Care. As such, “every educator is a mandated reporter and must make a report to the Department of Children and Families whenever he/she has reasonable cause to believe a child in the program is suffering from physical or emotional injury resulting from abuse....or from neglect....”

If a parent (or that parent’s designee) has not arrived by the program’s closing time (5:30 p.m.) and has not contacted us to give us their reason (family emergency, car trouble) the following steps will be taken.

A.) At 5:30 we will:

1. attempt to contact the parents
2. attempt to contact persons who have been designated by the parent(s) as “Emergency Contact People”. The contact person will be asked to pick up the child immediately.

B.) If after 15 minutes, we are still unable to reach the parent or any of the contact people and the parent has made no attempt to contact us, we have reached a situation of possible neglect and we will notify the Dept. of Children and Families. At this time we will also notify the Pittsfield Police Department.

Once these steps have been taken it is the parent’s responsibility to contact the Dept. of Children and Families to rectify the situation.

Health Care Policy:**Please see last page for COVID-19 Policy changes******

Infection Control Measure: All staff and children are to wash their hands with liquid soap and running water using friction. Paper towels are available for drying hands next to sink. Hands are washed after appropriate times as follows:

- | | |
|---|--------------------|
| a. before eating or handling food | b. after toileting |
| c. after coming into contact with bodily fluids | d. after cleaning |

All specified equipment items or surfaces shall be washed with soap and water and disinfected daily.

No child with contagious disease, severe illness, or severe injury shall be allowed to access the program until written approval from the Board of Health or physician has been provided. Furthermore, any child suspected of the above must be sent home with a parent. If the child is ill we request you keep him/her home in an effort to stop the spread of illness.

Emergency Plan for Evacuation of the Program or Facility: An Evacuation Plan is posted in all areas of the building where children participate in activities. Evacuation and fire drills are conducted on a quarterly basis with date, time and effectiveness documented and posted in the After School Care room by Site Coordinator.

Children are led out of the building by Group Leader along with Boys & Girls Club staff on duty. Site Coordinator checks for stragglers. Attendance is taken by Group Leaders in charge to ensure the number of children in attendance equals the number of children safely evacuated.

Medication: The Boys & Girls Club can only dispense prescription medication if it is in the original container giving the child’s full name, the name of the medication, the dosage and directions for storage. We also require a current permission slip on file signed by the parent granting permission to administer the medication. When the medication is given, the administering teacher must record it in the medication log. The following information must be recorded on the medication log; child’s name, medication name, dosage, time/date, and the teacher’s signature. Please note that the child MUST have already taken a dose of the medication prior to taking it at the Boys and Girls Club.

Allergies: If you're aware that your child is severely allergic to something, it is your responsibility to notify staff in advance so we can take the proper precautions. Allergy lists will be posted in the school age room. Epipens and inhalers will be kept in the first aid bag along with the physician signed Action Plan. All medical information on the child will be discussed at staff meetings to make each staff member aware of any problems the child may have.

Mildly Ill Child: For the mildly ill child, exclusion should be based on whether there are adequate facilities/staff available to meet the needs of both the ill child and other children in the group. If there are not, a parent will be notified and expected to pick the child up to take home. The child may return when the child is no longer ill. Any child exhibiting any symptoms of vomiting/diarrhea or a fever are required to remain home until they are 24 hour symptom free without the use of medication.

Injury Prevention & Management: Boys & Girls Club Staff are constantly scrutinizing the building to see that it is safe for children. If something is found to be a hazard, it is reported to the Executive Director and immediately taken care of. A central log is kept in the front office in a log book. An individual report is filled out in ink by a staff person and put in the book, and a copy in the child's folder.

Parents are notified at departure time, unless injury warrants staff calling sooner. Injury report filled out by a staff person is shown to the parent and signed by parent/guardian and put in the child's file.

Death or Hospitalization Procedure: Staff will report immediately to EEC (Early Education & Care) 95 Liberty St. Springfield, Ma (413) 788-8401 of any child which occurs during the hours of the child is in care of the program and shall send a written report within 48 hours of such death or hospitalization.

Emergency Phone Numbers:

Fire -911 Police-911 Ambulance-911

Berkshire Medical Center: 447-2000 725 North Street

Early Education and Care: 95 Liberty St., Springfield, MA 01103 Telephone No: (413) 788-8401

Emergency Procedure: If a child is injured or requires emergency assistance, the staff person is to summon help from other staff and notify the Site Supervisor immediately. Staff person shall take whatever action necessary immediately if the child is in a life threatening situation. Appropriate emergency agencies,(rescue, fire, police, etc.) shall be notified as well as the parent. If on a field trip, there shall always be an emergency vehicle available to transport the child to the Boys & Girls Club or nearest medical facility. If a situation requires medical treatment the administrative office of the Boys & Girls Club shall also be notified. AT ALL TIMES THE CHILD SHALL BE TREATED WITH ASSISTANCE APPROPRIATE TO THE SEVERITY OF THE SITUATION.

Emergency Procedure if Parent cannot be reached: The Boys & Girls Club shall have a signed release form from the parent authorizing emergency treatment for a child if the parent cannot be contacted. Boys & Girls Club Administration shall be notified immediately if this case should occur.

First Aid: First Aid is administered only by qualified staff. Our staff is recertified in CPR yearly and First Aid every two years. First Aid Kits are located in After School Rooms; 1st Floor Office; Swimming Pool and in the Ice Rink. The kit is equipped with a First Aid manual. The After School First Aid Kit is maintained by Site Coordinator. Swimming Pool and Office First Aid Kit by Aquatics Director and Rink First Aid Kit by Rink Supervisor.

Contents: Rubber gloves, flashlight, gauze bandages(all sizes), band-aids, cold packs, Hydrogen Peroxide, Scissors, Brown Paper Bags, First Aid Tape, Tweezers

Child Abuse Policy

1.All staff will be responsible to see that the children enrolled in the program are protected from abuse and neglect while in their custody.

2.If any staff person suspects an incident of child abuse or neglect he/she will follow the procedures listed below:

- A.** Report any suspicion to the Site Coordinator who will in turn report to the Program Administrator. Program Administrator or Executive Director of the Club will then make referral to a proper social agency.
- B.** If in the judgement of the staff and the Director there is a suspicion of abuse or neglect then a 51A shall be filed with the Department of Children & Families by the Director or Staff Person.
- C.** The Program Administrator will immediately notify EEC after filing or learning that a 51A has been filed on a child in the care of the school aged child during a program related activity.

The Program will cooperate in all investigations of abuse and neglect. Any staff member suspected of child abuse will be placed on immediate probation or suspension pending outcome of investigation. If the case is substantiated the person's employment will be terminated.

DEPARTMENT OF CHILDREN & FAMILIES.....236-1800

EEC (Early Education & Care).....413-788-8401 (Regional)

Payment Policy:

After School Program billing is done through Emma Lacey in the Finance Office, if you have any questions or concerns about billing please contact Emma, her contact information is at the bottom of this page. The After School Program is a 5 day program, which means when you enrolled in the program your child is signed up for 5 days a week, if they do not attend you will still be charged.

Absences: If at any time your child is absent on a day in which they are enrolled, you are still charged for that day at your regular rate and responsible for that payment.

Holidays: There are 4 holidays that fall on Monday's during this school year where school is not open, but the After School Program is, you are still charged for that day at a full day rate and responsible for that payment.

The holidays we are open are:

- Indigenous People's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Patriot's Day

School Closings: Approved school closings are in accordance to the Pittsfield Public School Calendar. In the event that there is a snow day you will only be charged if your child attends the program. In the event of a snow day please be reminded that we open at 8:30.

Delinquent Accounts: Bills go out at the beginning of each month. If the previous month's bill is not paid in full by the billing date of the following month your child's enrollment will be placed on hold. Delinquent accounts risk being unable to register for Boys & Girls Club programming and loss of transportation to the program. If you disregard our attempts to contact you it may result in your child's dismissal from the After School Program. In order to participate in the After School Program, you must be current with your payments. Consistent late payments will result in termination of your child's enrollment.

COVID 19 Policies:

Masks:

Must be worn at all times when in the facility.

This includes parents during drop off/pick-up.

Excludes lunch/snack time, where social distance measures can take place.

Screening:

In order to make the screening process run smoothly, parents (and teachers) will be given a daily self-screening form to complete before they enter the program. This form will list the following symptoms:

Fever of 100.0 degrees or above, chills, cough, sore throat, difficulty breathing, diarrhea, nausea, vomiting, fatigue (accompanied by other symptoms), headache, a new loss of smell/taste, new muscle aches and any other signs of illness. On this form, we will also ask if, in the past 14 days, they have had close contact with a person known to be infected with COVID 19.

At this time, the designated screener will “visually” screen the child, looking for signs of illness that may include: flushed cheeks, rapid or labored breathing, cough, congestion/runny nose, fatigue and excessive fussiness. If any of these symptoms are present, the child will not be allowed to attend school that day. Parents and staff will be required to sign a daily Attestation Form with regard to potential exposure to COVID 19. Parents will also have to attest to the fact that they have not given their child any medication to reduce a fever. Health Check responses will be signed, recorded and filed daily.

INDIVIDUALS WHO DECLINE TO COMPLETE THE SCREENING QUESTIONNAIRE WILL NOT BE PERMITTED TO ENTER THE PROGRAM SPACE

Due to our Covid-19 Regulations by EEC, no one outside of those allowed (enrolled children & staff) are allowed in the program area.

For **drop off** we ask that you walk your child/children in as far as the main lobby where a staff member will be there to direct your child to the program.

For **pick up** we ask that you call (413)448-8258, ext.24 for the direct program line, and a staff member will bring your child/children to the front lobby. **OR** you can walk to the front door where the desk staff will ask you who you are picking up, and they will radio to the program for your child to be brought down. In the evening our facility hosts programs for other youth, and for that reason we can't allow parents into the lobby area for pick up time. We apologize for any inconvenience.

By enrolling your child/children in the After School Program you are agreeing to these policies.