

## **OUR MISSION**

The mission of the Boys & Girls Clubs of Southern Rensselaer County is to inspire and enable young people, from all walks of life, to realize their full potential as productive, responsible, and caring citizens.

## **ABOUT OUR AGENCY**

The Club began in the late 1940's by a group of local businessmen whom realized that the city needed a place for boys to participate in recreational activities and build their character. By the 1960's the Club was serving 750 boys. In 1981 the Club opened its doors to girls. By 1997 the Club was serving 2500 boys and girls. While our achievements are extensive, we are committed to continually expanding our services to reach more children. With the help of committed individuals, corporations and foundations who share our beliefs in the potential of all boys and girls, regardless of their circumstances, we look to the future with great optimism.

## **PROGRAMS**

After School Express is a comprehensive, affordable and licensed child care service. It is licensed by the Brightside Up Agency and it's program is conducted by the Boys & Girls Clubs of Southern Rensselaer County. The program focuses on school aged children in grades K-8 in Southern Rensselaer County. Members are transported from school after school and parent/guardian pick up is 6pm.

School Breaks Program runs 8am to 6pm on days when school is not in session. We recommend signing up ahead of time by either calling or stopping by prior to the day of program. There is availability for a daily or weekly participation in the school breaks program.

Friday Night Teen Drop-in Program begins the first Friday of October and ends in June 2022. For teenagers ages 13- 17 years of age only. The Club runs a variety of programs tailored to assist and enhance young adults in areas like academic advancement, job skills development and personal growth enrichment. Gym time is also available. Game room tournaments and nightly snacks or dinners are served regularly.

## **COMMITMENT TO QUALITY**

Our staff is committed to providing quality child care for your child. We provide our employees with ongoing training throughout the school year to ensure that we reach a high standard of care and safety for your child. We are constantly evaluating our programs, as well as updating them to ensure we meet or exceed parental expectations. Strict staffing ratios are required and maintained.

## **REGULATORY AGENCY**

Our after school program is registered with the New York State Office of Children and Family Services (NYS OCFS) License number 00045212SACC and regulated by BrightSide : (518) 426-7181.

## ABOUT THIS HANDBOOK

This handbook contains important information regarding the policies and procedures adapted by the Club. It is important for parents and guardians to read the contents to become familiar with how we operate. All policies and procedures are subject to change.

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## PROGRAM REGISTRATION

### After-School Program Registration Procedures

Although registration begins during the month of August we accept memberships all year through. Registration forms are available at the Club for you to enroll your child in the program. The following needs to be submitted to the Administrative Office:

1. A completed Membership Application,
2. A completed Blue Card (emergency contact information card),
3. Pay the membership fee.
4. Updated Immunization record faxed to 518-465--3975

Failure to produce all of the above forms completed, or forms submitted without the registration fee, will delay the processing of the application.

### Full-Day Program Description/Registration Procedures

The Club is open on holidays, snow days (unless deemed unsafe for travel) and all other days when school is closed, *not* including the six holidays described below. The full and snow day program is available for those members in good standing with the club. Full days require an additional charge and the child must be registered in advance. *Enrollment for full-day childcare is limited; parents are encouraged to register early. We reserve the right to cancel a full-day program if there is not sufficient enrollment as we need ten members minimum to run the program.*

## MODIFICATION TO ENROLLMENT/RECORDS

### Withdrawal

Parents who wish to withdraw their child from the program must notify the administrative office in writing two weeks prior to the date they wish to stop attending the program. Failure to provide sufficient notification will result in billing for those weeks.

### Confidential Records

All information contained in your child's file is privileged and confidential and cannot be released without the written consent of a parent/guardian. Authorized representatives from the NYS Office of Children and Family Services have the right to review all records upon request.

## OPERATING PROCEDURES

### Orientation

We do not hold a formal club orientation but rather welcome families to request a personalized tour of our facility where they get to explore program offerings and meet the staff.

### Hours of Operation

- After-school program begins at the schools dismissal and all children must be picked up no later than 6:00pm.
- Full-day programs are open from 8:00am until 6:00pm.

## **Communication/Contact Information**

Boys & Girls Clubs of Southern Rensselaer County  
544 Broadway  
Rensselaer, NY 12144  
Club Phone # 518-465-3403

The Administrative Office is open from 9:00 am to 4:00pm.  
Should you need assistance please contact Alex Buitron at Extension 4 or email

Chief Executive Officer – Justin Reuter	<a href="mailto:jreuter@bgccapitalarea.org">jreuter@bgccapitalarea.org</a>
Chief Financial Officer – Adrian Sam	<a href="mailto:asam@bgccapitalarea.org">asam@bgccapitalarea.org</a>
Chief Operating Officer- Patrick Doyle	<a href="mailto:pdoyle@bgccapitalarea.org">pdoyle@bgccapitalarea.org</a>
Chief Administrative Officer- Alex Buitron	<a href="mailto:abuitron@bgcsorendisco.org">abuitron@bgcsorendisco.org</a>

## **Pickup/Sign-Out Procedures**

Parents are required to walk into the building each day to sign their child out. For the safety of your child, the Club will only release your child to the individual(s) listed on the “Authorized Pick-up” list on the membership form or the emergency contact. All individuals listed on the authorized pick-up list must be at least 16 years of age and will be asked for photo identification until such time as the staff becomes familiar with their identity.

*Changes to the authorized pick-up list must be done in writing and submitted to the Administrative Office.*

## **Court Orders Affecting Enrolled Children**

The Club is not authorized to prohibit a custodial parent from picking up their child unless there is legal documentation on file with the Boys & Girls Club. Those who have legal documentation regarding their children should attach the documentation to their child’s registration form. Should a court order take effect following enrollment the legal documentation should be submitted as soon as it becomes available.

## **Inebriated Parent Policy**

A staff member will not release a child to an individual who appears to be under the influence of alcohol or illegal substances. It is the policy of the Club to contact one of the parents/guardians or other authorized individual to pick up the child. If the Club cannot contact said individuals the proper authorities will be notified, which could include Child Protective Services.

## **Visitation/Entering the Building**

Due to the health and safety of our members and staff, parents/guardians are asked to stay in vestibule and social distance. Should a parent/guardian need to come inside the building we ask he/she wear a mask. If a parent/guardian would like a visit we ask a request be done in writing and submitted to Alex prior to the visit. Once approved, all visitors to the Club must sign in at the front desk.

## **Mask Policy**

We follow all CDC recommendations to ensure the health and safety of our members and staff. All children and adults inside the building are required to wear a mask. The only exception being is if a member with asthma and has a doctor’s note on file. We do allow for mask breaks for members and staff when needed.

## **INCLEMENT WEATHER AND EMERGENCIES**

### **Early Dismissal**

If the school has an early dismissal the Club will be open at that time for your child/ren to attend the program and will close at normal business hours.

### **School Closing**

If the school closes for the day, our program will operate from 8:00am until 6:00pm. However, if the schools close due to health reasons, we are required by the Health Department to also close to prevent the spread of infectious disease.

## **PROGRAM INFORMATION**

We are committed to instilling a sense of competence, usefulness, belonging, and power of influence. We provide a safe place to learn and grow; ongoing relationships with caring, adult professionals; life-enhancing programs and character development experiences; as well as hope and opportunity. This is accomplished by providing members with a variety of activities in our five core program areas; Character & Leadership Development, Health & Life Skills, The Arts, Sports, Fitness & Recreation, and Education & Career Development.

### **Sample Schedule**

Arrival - 3:15 p.m. Check-in, daily health check, join assigned group

3:15 - 4:15 p.m. Snack and Power Hour (homework help)

4:15 - 5:00 p.m. Group Activity #1

5:00 - 5:45 p.m. Group Activity #2

5:45 - 6:00 p.m. Clean up/free time in game room

### **Ratios**

Our program maintains a one to eight ratio for children ages 5-6; one to ten ratio for children ages 7-9 and one to fifteen for children ages 10-13.

### **Snack/Lunch/Dinner**

Each day all children are served a hot dinner with juice or milk. We participate in the Child and Adult Care Food Program (CACFP) and therefore follow established nutrition guidelines. A dinner menu will be posted on the bulletin board in the vestibule. On full program days a hot lunch and snack will be provided to the children. A hot dinner is served to members during the Friday Teen Drop-in program.

**If your child requires a special diet or has a food allergy, please list the information on your child's registration form. If a diagnosis is made after registration, please submit revised information in writing to our Administrative Office.**

### **Appropriate Dress**

Parents/Guardians should ensure that children are dressed appropriately for the weather (heat, cold, rain, snow, ice). Children must have appropriate footwear to play in the gym and for outdoor activities (sneakers, no open-toe shoes or platforms).

### **Field Trips**

Field trips are part of the Club experience and are common on full-day programs. Parents/guardians will be notified in advance and will be required to sign a permission slip to allow the member to participate. We strive to provide field trip field trips may require additional fees.

### **Family Involvement (Postponed until further notice).**

Parents/guardians are encouraged to visit their children during our program hours. Families can get involved in our programs in a variety of capacities including teaching members about their profession, culture, cooking, mentoring, or reading to members.

### **Special Events**

Throughout the year we will be holding special events. These events may include a play, talent show, family meals, or end of the year parties. **Parents are encouraged to volunteer and attend special events with the Club.**

## **BEHAVIOR MANAGEMENT**

The Boys and Girls Clubs of Southern Rensselaer County strives to make certain that our members are successful in the programs we offer. It is the goal of the Club for each member to have an enjoyable and safe time while in our care. To achieve this goal, the Club has reasonable expectations of members regarding their behavior. It is to the benefit of the member, parent/guardian, and organization to adhere to the policy below.

Member responsibilities are as follows:

1. Respect each other, staff, the facility and the property of others.
2. Follow staff directions.
3. Remain with the Group Leader at all times.
4. Keep hands, feet and other property to yourself.
5. Use appropriate language.
6. Refrain from any violence, verbal or physical, as well as any and all bullying tactics.

Staff responsibilities are as follows:

1. Treat and respect all members equally.
2. Ensure all members are safe and following proper program guidelines.
3. Respect each other, members, the facility and the property of others.
4. Keep hands, feet and other property to yourself.
5. Use appropriate language.
6. Refrain from any violence, verbal or physical, as well as any and all bullying tactics.
7. Provide a healthy and enjoyable environment for all members.

### **Positive Guidance**

With positive guidance, members are encouraged to act responsibly, respectfully and appropriately, as well as to self-regulate, problem solve and work with one another. Our approach helps members to develop self-esteem and self-discipline, while becoming productive, caring members of the community.

## **Behavior Management Consultation**

Depending on the frequency and/or severity of a member's behavior, a meeting will be held with the parent/guardian and Director. With parent/guardian assistance, a strategy will be outlined to help modify and redirect members' behavior. We reserve the right to suspend or terminate a member from the program if behavior does not improve. We do not condone bullying and violence of any kind. Any member who inflicts physical harm on other members or staff may be dismissed from the program immediately.

## **HEALTH POLICY**

### **Daily Health Checks**

Each day as children are greeted the staff will be completing a health assessment of each child. The assessment will be completed by asking a child, "How are you doing today?" While in conversation with the child the staff will be looking for signs of abnormal behavior as well as illness or injury. Any abnormal behavior, illness or injury will be noted. If the member's condition is severe, the parent/guardian will be notified.

### **Suspected Child Abuse and Maltreatment**

All child care workers in the State of New York are mandated to report any suspected cases of child abuse including child endangerment, neglect or maltreatment. Such cases will be reported to the New York State Child Abuse and Maltreatment Register.

### **Illness**

Members who complain of illness or injury will be observed and given a quiet place to lay down, in full view of a staff member. The parent/guardian will be notified and asked to pick up their child immediately. A child who is ill and remains at the site can affect the health of other members, as well as staff. A child who is diagnosed with a communicable disease cannot attend the program and will not be allowed to return to the program without a written release from their physician.

### **Injury**

Staff is certified in first aid and will attend to members experiencing minor injuries such as scrapes, bumps or bruises. All injuries will be documented in our medical log and parents will be notified via an injury report.

### **Medications**

For our employees to administer medication we must have a completed Medication Administration Form by both the parent and the health care provider. Medications must be in the original container labeled with the child's name, medication name, dosage, time intervals, the method of administration, expiration date, as well as the physician's name and license number. All medications administered during the program will be documented in the medical log. If the staff member trained in Medication Administration is out for any reason, the child's parent will be notified and we will be unable to administer the medication for that day.

## FINANCIAL INFORMATION

### Fees

We are happy to be able to scholarship full paying families' tuition fees due to a generous donor. The fees for the following programs we offer are:

After School Express Program (ASE):	\$65.00 per child per week
School Breaks/Non School Days	\$35/day or \$175/week per child
Late Fee:	\$1 per minute after 6:00pm.

### Payments

Payments for the Program in which you have enrolled your child/ren need to be paid on the **Wednesday prior** to the week attending. If you cannot make payment on **Wednesday**, you have until noon on Friday prior to the week attending. All members who are paid in full by noon on Friday will have their names sent to the school for the bus list. Failure to pay in full by noon on Friday results in your child/ren not attending the Club the following week.

### Automatic Payment

Parents/Guardians may elect to enroll in weekly automatic payments via their credit or debit card by completing the proper paperwork and authorization form. Automatic payments are processed on the Wednesday prior to the week attending.

### Returned Checks

Checks returned to the Club by the bank for any reason will incur a \$30.00 returned check fee. Club payment and the returned check fee must be paid prior to your child/ren returning.

### Financial Assistance

Financial assistance is available on a limited basis as determined by the Executive Director. Families seeking financial assistance may request and complete a confidential application form.

### Rensselaer County Department of Social Services (DSS)

Parents/Guardians receiving financial assistance through Rensselaer County DSS will be held responsible their family share, if applicable, and for any funds that cannot be billed to DSS.

## MISCELLANEOUS INFORMATION

### Personal Belongings

To maintain a safe, neat and tidy space, members will keep belongings on hooks in the hallway.

### Toys from Home

*Children are prohibited from bringing personal items from home including* electronic devices and toys. We are not responsible for personal items and strongly recommend that parents/guardians monitor what their child brings to the Club. If a member should bring personal items they will be asked to place them with their belongings.

**Cell Phones**

The use of cell phones by members is strictly prohibited during program time. All phones shall be turned off or made inoperable during program time. Staff will confiscate any phone if a member is suspected of using the cell phone during program time. The phone will be returned at the time of pick up by parent/guardian. To reach your child during program hours, please refer to the communication/contact section of this handbook.

**Donations**

Donations are an integral part of any non-profit organization. Monetary and in-kind donations are welcomed and are tax deductible. All in-kind donations need to be approved by the Director prior to drop off at the Club.

**Holidays**

The Club observes the following six holidays during the year as follows:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day and the Friday after
6. Christmas Eve and Christmas Day
- 7.

If by chance one of the above holidays falls on a Saturday, it will be observed on the preceding Friday; if one falls on Sunday it will be observed on the following Monday.

We reserve the right to close on other holidays/vacation days depending on enrollment. Parents will be notified prior to the day of closing.

**Questions or Concerns**

You may contact Alex at the Club at 518-465-3403 ext. 4 should you have any questions and or concerns.

**Parent Group**

If you are interested in being involved in a parent group please contact the Executive Director.