

GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUB
OF PROVIDENCE**

Licensed Program Child Care Parent Handbook

Our Philosophy

Every child is different.

Children grow and develop at different rates and need to be accepted and appreciated for their individuality.

We provide the opportunity to develop physical, emotional, social, and intellectual abilities according to your child's individual needs.

With qualified personnel in a safe and pleasant environment, our children have continuous opportunities to enhance their early years.



Child Care

9:00 a.m. – 5:00 p.m.

Fox Point Clubhouse
90 Ives Street
Providence, RI 02906
(401) 444-0758

South Side Clubhouse
1 Louisa Street
Providence, RI 02905
(401) 444-0766

Wanskuck Clubhouse
550 Branch Avenue
Providence, RI 02905
(401) 444-0762

General School Year Full Day: June 1 – June 26

(Closed June 29 – July 3 for deep cleaning)

Summer Camp Full Day: July 6 – August 21

(Closed August 6 – 10 for deep cleaning)

Dates are subject to change based on Rhode Island state guidelines in response to COVID-19.

Enrollment Policies

Application Procedures

All Parents must complete a childcare application including the names of authorized adults who can pick up your child for each child enrolled in our programs. Registration is on a first come first served basis.

Waiting List

If the program is filled, a child will be placed on the waiting list upon receiving all completed enrollment forms. The parent will be notified as soon as a space becomes available.

Confidentiality

All records and reports pertaining to the children are confidential and will not be released unless requested by the parent.

Absences

Parents must notify the club of all absences. Parents may leave a message on the answering machine at any time.

Payment

Payments for childcare services need to be made by Friday one week in advance or an approved childcare certification number is due at time of application. Payments must be made via debit card or credit card. Childcare services will be discontinued for any participant with a delinquent account.



Weekly Fee

Child Care Full Day: 9:00 a.m. – 5:00 p.m.

Fee: \$150.00/child

Extended Care: 7:00 a.m. – 9:00 a.m. and 5:00 p.m. – 6:00 p.m.

Fee: \$20.00/child

Required Annual Membership (only applies for new or renewing members)

Fee: \$30.00/child

Third Party Authorization

Official authorization from the appropriate third-party agency shall be required for a child to be accepted into our program. A child must have a certificate number and be approved to start. If approval is pending, the parent must pay the full amount and will be reimbursed or credited when the club receives payment from DHS.

Program Information

We provide full day summer care which offers a creative curriculum that is developmentally appropriate for school aged children. Activities are based on the social and physical developmental stages of the children. The activities include gym and swimming, homework help, outdoor play and much more! Our **goal** is to provide our members with:

- A sense of competence - the feeling there is something boys and girls can do well
- A sense of usefulness - the opportunity to do something of value for other people
- A sense of belonging - a setting where young people know they fit and are accepted
- A sense of power and influence - a chance to be heard and to influence decisions

Activities that will be available for your child to participate in are:

- Open gymnasium activities and sports
- Art activities
- Daily educational games and activities

Things you will need to remember:

- Please write your child's name on all belongings that they bring to the Club (lunches, lunch boxes, sweaters, jackets, backpacks, etc.)
- All children must be signed out by a parent or authorized adult to leave the Club.
- Parents must notify the Club each day their child will not be attending.



Parent Communications

Parents will receive weekly updates and daily reports. Information is also posted on the Parent Bulletin Board and written on our white board. If you have any further questions you may speak to a staff member at any time or set up a meeting.

Staff/Child Ratio

A staff/child ratio of one adult to ten children shall be maintained. Children are under the direct care of adult childcare staff at all times. All aspects of the program are supervised by designated staff.

Meals and Snacks

Children must bring their own lunches & snacks. Please write your child's name on lunch bags, and anything brought to the club.

Loss of Personal Items

Toys from home are not allowed at the Boys & Girls Clubs of Providence. The staff will make every effort to recover any missing items but we are not responsible for lost items.

Release of Children to the Proper Persons

Parents must come into the Club to sign out their child on the dismissal sheet. Only people specified on the child's application form will be allowed to pick up the child. All people intending to pick up the child must have a picture ID.

Parents may change the people allowed to pick up their child at any time. We will verify the identity of the parent during phone calls concerning emergency authorization. This will be a predetermined code established by the parent and the staff.

If a person attempting to pick up a child is suspected to be under the influence of drugs or alcohol, the staff will not release the child to this person. If this situation occurs, the staff will offer to call someone else on the pick-up list. If this person insists upon taking the child, that staff will notify police.

Parents will provide a copy of all custody orders/restraining orders to the program. Parents will inform the program of all court ordered mandates and/or other changes in the child's situation.

Termination Policy

There is a two-week probation period for children entering the program. Children who have behavior problems may be asked to leave after every effort has been made to correct the problem.

During the child's enrollment, if severe behavior problems cannot be controlled, a behavior plan will be developed with the parent. If the behavior continues and may endanger the child, the other children, or a staff member, the child will be asked to withdraw from the program.



Grievance Policy

If there is a problem you need to discuss with our staff, an individual conference will be set to discuss these issues. You may request that the Director of the Boys & Girls Club be present at this meeting. If you are not satisfied with the results of this conference you may contact the Chief Executive Officer at (401) 444-0750 to help assist you in resolving your concerns.

Storm Days

The Boys & Girls Clubs of Providence reserves the right to close completely or early because of extraordinary weather conditions. In the event of a complete weather-related closing, information will be available on the Club's answering machine and on the closing section of local news stations. If there is a need to close early, parents will be notified as soon as possible and will be expected to pick up their children by the changed closing time.

Health and Safety

Health Policies

The Boys & Girls Clubs of Providence understands that it is difficult for a parent to leave or miss work; therefore, it is suggested that alternative arrangements be made for occasions when children must remain at home or be picked up early due to an illness.

If your child has any of the following conditions or symptoms, we will contact you to pick up your child from the Club immediately. Your child will not be able to return for a full 24 hours.

If your child is experiencing any of the following symptoms at home, please make other arrangements for care for your child.

Please do not bring your sick child to the Club.

- Fever (99° or above)
- Fever accompanied by other symptoms
- Any unexplained rash
- Any contagious childhood disease
- Diarrhea
- Diarrhea accompanied by other symptoms
- Any skin rash, lesions, or wound bleeding or oozing liquid
- Conjunctivitis (also known as Pink Eye)
- Any illness or condition requiring one-on-one care
- Scabies, head lice, or other infestations
- Excessive nasal discharge
- Excessive cough
- Any contagious illness that is reportable to the Department of Health
- Serious Injuries



Children with Special Needs

Our program is committed to including children with special needs. Some children, however, may have needs beyond our capabilities. In situations like this, we will assist in referring the child to an appropriate agency.

Behavior Management & Discipline Procedure

The policy of the Boys & Girls Clubs of Providence is based on an understanding of the individual needs and development of the child. Staff use positive methods in guiding children back on task, shall encourage appropriate behavior and set clear limits that children can understand. There is ongoing communication with the child to help improve the disruptive behavior. The staff also works with parents to develop behavior modification programs that best meet your child's needs. If continuous aggressive behavior does occur we reserve the right to ask your child to leave our program.

Accidents

Parents will be notified immediately in the event of any serious accidents. All minor accidents are reported on an accident report form. With minor accidents, the parents will be notified when they pick up their child. In the case of a major medical emergency staff will follow the following procedure:

- Isolate the area
- Call 911
- Call parent
- One staff member will wait at the front door to direct medical personnel to area where the hurt child is located
- Medical personnel will take over once they arrive
- Staff will ride with child to emergency room if necessary
- Staff will stay with child until parent/guardian arrives

Medications

Children taking prescribed medications while at the Club must have an Administration of Medication Form fully completed on file. Medications must be brought into the Club by the parent or guardian in its original container. It will be locked in the office until it is dispensed by the designated staff at the prescribed time. An administration of medication sheet recording the dispensing of medication with the name of child, required medication with dosage, date and time of administration and signature of staff overseeing the administration is kept on file.

Reporting Suspected Abuse

BGCP is required by law to report any suspected abuse or neglect to the appropriate authorities at DCYF by calling 1-800-RICHILD.