



**BOYS & GIRLS CLUBS  
OF PROVIDENCE**

**Summer 2021**

**Child Care Parent Handbook**

**Licensed School Year Program**

## 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.



# Boys & Girls Clubs of Providence

## Locations

### Jorge Alvarez High School

375 Adelaide Ave  
Providence, RI 02907  
(401) 595-5783  
Chelsea Davignon, *Site Supervisor*

### Manton Heights Clubhouse

31 Salmon Street  
Providence, RI 02909  
(401) 709-3806  
Fallon Laforge, *Site Supervisor*

### Chad Brown Clubhouse

263 Chad Brown Street  
Providence, RI 02908  
(401) 709-4813  
David Tavares, *Site Supervisor*

### Roger Williams Middle School

287 Thurbers Avenue  
Providence, RI 02907  
(401) 444-0750  
Emily Fulginiti, *Site Coordinator*

### Fox Point Clubhouse

90 Ives Street  
Providence, RI 02906  
(401) 444-0758  
Michael Scarpetti, *Branch Director*  
\*Childcare available

### South Side Clubhouse

1 Louisa Street  
Providence, RI 02905  
(401) 444-0766  
Akilah Alleyne, *Interim Branch Director*  
\*Childcare available

### Hartford Park Clubhouse

50 Laurel Hill Avenue  
Providence, RI 02909  
(401) 709-6416  
Stephanie Silva, *Site Supervisor*  
\*Childcare available

### Wanskuck Clubhouse

550 Branch Avenue  
Providence, RI 02904  
(401) 444-0762  
Kris Leveillee, *Club Director*  
\*Childcare available

### All Clubhouses Closed:

- July 2-5: Independence Day
- August 6-9: Victory Day
- August 26-27: End of Summer Break
- September 6: Labor Day

# Operating Hours

<p><b>Child Care</b> 8 a.m. – 5 p.m. <i>Fox Point Club</i> <i>Hartford Park Club</i> <i>South Side Club</i> <i>Wanskuck Club</i></p> <p><b><u>Extended Hours</u></b> 7 –8 a.m. &amp; 5– 6 p.m. All Clubhouses</p>	<p><b>Open Door</b></p> <p><u>Chad Brown Club</u> Monday – Thursday 12 –4 p.m.</p> <p><u>Manton Club</u> Monday – Thursday 12 –4 p.m.</p>
---	---

## Covid-19 Protocols

- A **COVID-19 Screening Form** will be completed each day at drop off, including a temperature reading.
- When dropping off/picking up your child, please know that for safety, no parents or visitors are allowed inside the building. Please keep a 6-foot distance from other families. You will have to sign in/sign out your child.
- If your child becomes ill, they will be placed in a separate room, and a call to their guardian will be made for pick up. Someone must be available to pick up the child immediately in this case.
- Your child must be prepared to go outside if weather allows.
- Our buildings are sanitized nightly. There will be cleaning supplies in each room. Staff will be disinfecting bathrooms, knobs and handles throughout the day.
- Please let your child know that they will be required to wash his/ her hands multiple times a day, including but not limited to arriving at the Club, coming in from outside, going to the bathroom, and before eating.

# 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. In addition, each child must have a current medical form that includes an updated immunization record completed and signed by the child's physician. 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.

## 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.

# 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 during business hours. Checks or money order payments should be made out to the Boys & Girls Clubs of Providence. Cash payments are not accepted. Childcare services will be discontinued for any participant with a delinquent account. **We highly encourage paying via phone using Visa, Mastercard, American Express or Discover.**

## Fees

Membership Yearly – \$30.00 per child  
Summer Day Camp Child Care per week – \$125.00 per child  
Extended Day fee per week – \$10.00 mornings per child  
– \$10.00 evenings per child

**Members receiving DHS assistance will be required to pay the difference if additional care is needed outside of approved hours.**

## 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.

## Returned Checks

There will be a \$25 fee for any returned checks. If two checks are returned, all future payments must be made in a money order or by credit or debit card.

## Late Fees

There is a late fee for children who are not picked up by 6:00p.m. A \$10.00 fee will be charged for every 15 minutes you are late. Late fees must be paid in full before the child can be returned to the program.

# 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 use, 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 Swim
- Open gymnasium activities and sports
- Art activities and theater based programs
- 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, swimsuits, towels, sweaters, jackets, backpacks, etc.)
- Parents must give written permission to a staff member to have another adult sign out a child from the program.
- 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 updates through email and phone. All important information will continue to be delivered in a timely fashion. Clubhouses are doing their best to keep everyone informed.

## **Field Trips**

Field trips are offered periodically during the summer. Parents will be notified about an upcoming trip as they become available. Permission slips will be available at the Club. All permission slips must be signed by the parent or guardian in order for your child to leave the Club.

## **Staff/Child Ratio**

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



## **Annual Program Evaluation**

The Boys & Girls Club annually conducts a program evaluation. This process involves all staff, our board members, community representatives, and parents. Results of the evaluation are available upon request.

## **Allowable Absences**

Your child is entitled to two weeks vacation without payment each year.

## **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 pre-determined 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.

## **Transportation**

On the van and/or bus, all children must wear seatbelts and behave in a quiet manner. The van/bus is equipped with a cell phone for emergency situations.

## **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 CEO 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.

## **Meals and Snacks**

Throughout the summer breakfast, lunch and dinner will be available for your child at all childcare locations. All food meets the nutrition standards set forth by the US Government. It is advised if your child has severe food allergies to provide them with additional food to sustain them throughout the day. Lastly, all clubhouses are **nut free** facilities with no consumption allowed on site.

## **Loss or Damage 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 or items damaged while attending.

## **Parent Involvement**

Parents are encouraged to call our program at any time. We welcome all ideas for program enhancement and improvement. Parents who wish to become more involved in the program can join us as a volunteer. Volunteers who are interested in a recurring role must complete our volunteer application and background check.

**Please note that all Clubs have currently suspended volunteers from entering the buildings due to Covid-19 safety protocols.**

*Please speak to the Club Director if you are interested in any type of service. Parents who have suggestions for program enhancement are welcome to speak with staff to offer their ideas.*

# 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
- Serious Injuries
- Any contagious illness that is reportable to the Department of Health

## **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.

# Parent Handbook Acknowledgement Form

Once you have read and understood the contents in this Parent Handbook, please complete below and return to your Club Director.

Thank you.

## Acknowledgment

I acknowledge that I have read and am familiar with the Boys & Girls Clubs of Providence policies and regulations set forth in the Parent Handbook.

\_\_\_\_\_  
Child(ren) Printed Name

\_\_\_\_\_  
Parent's Printed Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



**BOYS & GIRLS CLUBS**  
OF PROVIDENCE

