



BOYS & GIRLS CLUBS
OF PROVIDENCE

Licensed Summer Program
Childcare Parent Handbook
2024

Revised, April 2024

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
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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:

1. Isolate the area
2. Call 911
3. Call parent
4. One staff member will wait at the front door to direct medical personnel to area where the hurt child is located
5. Medical personnel will take over once they arrive
6. Staff will ride with child to emergency room if necessary
7. 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.

About Us

Over 150 Years of continuous operation serving youth - the oldest in the country!

Our incredible story began shortly after the US Civil War, when a number of individuals were drawn together by a mutual interest. On March 3, 1868, they met to establish the Union for Christian Work, the parent from whom, thirty-one years later, today's Boys & Girls Clubs of Providence first breathed independent life. In the decades of the 1890's, the program was identified as the "Boys Room" and in March 1899, the organization officially became the Providence Boys Club. It wasn't until 1981 that it would be known as the Boys & Girls Clubs of Providence.

Today, there are eight sites throughout Providence, including buildings in the Fox Point, South Side and Wanskuck neighborhoods, three location is Providence public housing sites and two schools. While its name may have changed as the club evolved over the years, one thing has remained the same.

We are dedicated to our mission: *To enable and inspire children and youth, especially those from diverse or difficult circumstances, to reach their full potential as productive, responsible, and healthy members of their community, the State of Rhode Island, and the Nation.*

Today, we provide diverse youth between the ages of 6-18 per year a safe and secure environment for help with homework, childcare, mentoring, athletic activities, and educational and career development opportunities.



BOYS & GIRLS CLUBS
OF PROVIDENCE

Boys & Girls Clubs of Providence Locations

Fox Point Clubhouse

90 Ives Street
Providence, RI 02906
(401) 444-0758
Stephanie Silva
Branch Manager

South Side Clubhouse

1 Louisa Street
Providence, RI 02905
(401) 444-0766
Melanie Borges
*Director of Operations-
Community Engagement/Branch
Manager*

Hartford Park Clubhouse

50 Laurel Hill Avenue
Providence, RI 02909
(401) 709-6416
Joyce Black
Branch Manager

Wanskuck Clubhouse

550 Branch Avenue
Providence, RI 02904
(401) 444-0762
Michael Scarpetti
*Director of Operations-
Strategic Partnerships/Branch
Manager*

Operating Hours:

Extended Day AM: 7:00am- 8am

Summer Program: 8am-4pm

Extended Day PM: 4pm-6pm

Health and Safety

Health Policies

Please do not bring your sick child to the Club.

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

- Fever (99° or above)
- Any unexplained rash
- Any contagious childhood disease
- Diarrhea
- 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

The Boys & Girls Clubs of Providence understands that it is difficult for a parent to leave or miss work. However if a child is ill or not feeling well they must be picked up as soon as possible.

Covid 19 Addendum

Boys & Girls Clubs of Providence follows current RI Department of Health and Department of Human Services guidelines when it comes to Covid 19. We are a mask optional facility.

Any child with **one or more major** Covid 19 symptom must isolate at home and be tested. These include: Cough, shortness of breath, loss of taste/smell, and other cold/flu symptoms.

Any child with **two minor** Covid 19 symptoms must isolate, at home and be tested. These include: fever, chills, muscle/body aches, headache, sore throat, fatigue, congestion, nausea, vomiting, and diarrhea.

Whenever there is a confirmed positive case of Covid 19 within the club, we will inform all families.

Summer 2024 Calendar

Meals and Snacks

Breakfast and dinner will be provided every day, lunch is included on full days. We are a **NUT FREE** facility, any items containing nuts should not be provided to program participants.

Loss of Personal Items

Toys from home are not allowed at The Boys & Girls Clubs of Providence. We are not responsible for lost or broken items.

Please write your child's name on all belongings that they bring to the Club (lunches, lunch boxes, water bottles, sweaters, jackets, backpacks, etc.)

SNAP Benefits Provider

The Boys & Girls Clubs of Providence staff are trained to assist you with applying and reapplying for SNAP. Please see the front desk for further assistance.



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity.

This institution is an equal opportunity provider.

Program Start Date: Monday July 1st

Summer Learning Start Date: Monday, July 8th

Clubhouses Closed:

Wed June 26th-28th

Thursday July 4th

Friday July 5th

Friday, August 9th

Monday August 12th

** Additional dates will be provided by BGCP for both openings and closings*

Schools Served:

South Side	Hartford Park	Fox Point
Achievement First*	Achievement First*	Martin Luther King
Paul Cuffee*	*Transportation Safety Plan Required	Vartan Gregorian
Times 2*	Carnevale	Wanskuck
*Transportation Safety Plan Required	Webster	George J West
Bailey Meeting Street (Hope Academy & Grace)	Spaziano	Harry Kizirian
Mary Fogarty		Robert F Kennedy
Alfred Lima		Times2
Highlander		Veazie Street
Lillian Feinstein @ Sackett		
Roger Williams		
Young Woods		

Attendance Policies

Attendance Policy

Parents/guardians must notify the club by 9 AM if their child will not be in attendance. **If your child has not been at the club for three(3) consecutive program days, and you have not informed the club of their status, the child will be disenrolled from the program.** Child safety is our number one priority, it is important for us to know if your child will not be attending.

Parent Communications

Parents will receive regular updates and program news from through *Remind*. All clubhouses will provide assistance in enrolling in the *Remind App* notifications system. Clubhouses will contact parents directly for individual matters. Information is also posted on the Parent Bulletin Board. If you have any further questions or concerns you may speak to a staff supervisor at any time or set up a meeting.

Termination Policy

There is a two-week probationary 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.

Food Policy

Children are welcome to bring snacks into the buildings. Due to food allergies we are a peanut free facility and we ask that food items follow that guideline.

Transportation

On the van and/or bus, all children must wear seatbelts and follow staff instructions, well maintaining a safe environment for all children. The van/bus driver is equipped with a cell phone for emergency situations.

Grievance Policy

If there is a problem you need to discuss with our staff and the clubhouse manager. If you are not satisfied with the results of this conference, you may contact the Director of Operations for Childcare at (401) 443-4931 to help assist you in resolving your concerns.

Weather Policy

BGCP 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 through the *Remind App*, on the Club's answering machine and on the closing section of local news stations. To subscribe to text alerts with the *RI Broadcasters Association* (RIBA) follow this link: <https://my.textcaster.com/ASA/default.aspx?ID=6d6b22e1-242f-46b3-ae4f-e01582e9a14c>.

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.

Payment Policies

Release of Children to the Proper Persons

Parents must follow a clubhouse's dismissal policy when signing out their child. 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. Parents must give written permission to a staff member to have additional adult sign out a child from the program. 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.

Reporting Suspected Abuse

Boys & Girls Clubs of Providence is required by law to report any suspected abuse or neglect to the appropriate authorities at DCYF by calling 1-800-RI-CHILD.

Fees

Yearly Membership Fee – \$30.00 per child
(for new or renewing members)

Summer Day Camp per Week – \$150.00* per child

**Free if your child is participating in the Summer Learning Program during July 8th-Aug 16th.*

Extended Day Available.

Please contact your Site Director for more information.

7:00 a.m. – 8:00 a.m. Morning – \$20.00 per week

4:00 p.m. – 6:00 p.m. Evening – \$30.00 per week

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

Payments for childcare services need to be made by each Friday. Payments must be made during business hours. **Cash payments are not accepted.** We do take credit & debit card payments. Checks or money order payments should be made out to the Boys & Girls Clubs of Providence. Childcare services will be discontinued for any participant with a delinquent account.

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.

Returned Checks

There will be a \$20 fee for any returned checks. If two checks are returned, all future payments must be made in a money order, credit or debit card.

Late Fees

There is a late fee for children who are not picked up by 6:00 p.m., late fees start at \$1 per minute after 6:05 p.m. Late payments must be paid in full on Friday.

Program Information

We provide before and after school 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, homework help, outdoor play and much more!

Our goal is to provide our members with:

- *A sense of competence* - the feeling there is something they 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 are:

- Gymnasium activities and sports (Must have Sneakers to participate)
- STEAM activities
- Daily educational games and activities
- Swim lessons and open swim



Behavior Management & Discipline Procedure

The philosophy 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, 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.

Staff/Child Ratio

A staff/child ratio of 12:1 shall be maintained. Children are always under the direct care of adult childcare staff. All aspects of the program are supervised by designated staff.

Parent Involvement

Parents are encouraged to visit or 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 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.

Acceptable Technology Use Policy for Members

Responsible Computer Use Guidelines for Members

Boys & Girls Clubs' ("Club" or "Clubs") computer network and internet access are available to members to enhance their educational experience and help them become literate in an increasingly technological world.

The purpose of this Acceptable Use Policy is to foster the appropriate use of that network, email and the internet. The following guidelines apply to all users, whenever they access any of the Clubs' network connections.

Educational Purpose

The Clubs' network has been established for educational purposes limited to classroom activities, school-to-career development and scholastic research on appropriate subjects.

The Clubs' network has not been established as a public access service or a public forum. The Club has the right to place reasonable restrictions on the material members access or post through the system. Members are expected to follow this Acceptable Use Policy (as well as other Club rules and policies applicable to members) when in the Technology Center or accessing the network.

The Clubs' network is considered a limited forum, similar to a school and, therefore, the Club reserves the right to regulate that forum for valid educational reasons. The Club will not restrict speech on the basis of a disagreement with opinions you, the members, are expressing.

You should expect only limited privacy with the content of your personal files on the Clubs' network. This situation is similar to the rights you have in the privacy of your locker at school.

The Club reserves the right to search your files, if there is a reasonable suspicion you violated this Acceptable Use Policy, Club rules and policies, or the law.

Unacceptable Uses and Personal Safety

You must not post personal contact information about yourself or other people. Personal contact information includes (but is not limited to) home, school or work addresses; telephone numbers; and email addresses.

You must never agree to meet with someone you have met online without your parent's approval. A parent or guardian should always accompany you to such meetings.

You must promptly disclose to a Club staff member any message you receive that is inappropriate or makes you feel uncomfortable.

Illegal Activities

You must not attempt to gain unauthorized access to the Clubs' network, or to any other computer system through the Clubs' network. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purpose of "browsing."

You must not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

You must not use the Clubs' network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco or other drugs; engaging in criminal activity; or threatening the safety of another person.

System Security

You are responsible for your individual user account and should take all reasonable precautions to prevent others from being able to use your account. Under no circumstances should you provide your password to

to another person.

You must immediately notify a Club staff member if you have identified or witnessed a possible security problem.

Do not look for security problems, because this may be construed as an illegal attempt to gain access.

Inappropriate Use

Restrictions against inappropriate use apply to public message, private message and material posted on web pages. Within reason, freedom of speech and access to information will be honored.

The following are not permitted:

Sending or displaying unkind or offensive messages or pictures, pornography or hate literature

- Using unkind or obscene language
- Harassing, insulting or attacking others
- Intentionally damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another person's password
- Trespassing into another person's folders, work or files
- Intentionally wasting limited resources (i.e., distributing mass email messages, participating in chain letters, creating or participating in unauthorized newsgroups, and storing files on file servers without proper authorization)

Employing the network for commercial purposes, political activities or lobbying

Installing additional software without prior approval

Using portal or proxy websites

Violations may result in the loss of access, as well as other disciplinary or legal action.

Respect for Privacy

You must not re-post a message that was sent to you privately, without the permission of the person who sent the message.

You must not post private information about another person.

Plagiarism and Copyright Infringement

You must not plagiarize works you find on the internet. Plagiarism is taking ideas, writing or pictures of others and presenting them as your own. It is dishonorable, and it is a prohibited use of this facility.

You must respect the rights of copyright owners. Copyright infringement occurs when you reproduce a work that is protected by a copyright without authorization. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. Copyright law can be confusing; therefore, if you have any questions, please ask a teacher or Club staff member.

Disciplinary Actions

Members who violate the Acceptable Use Policy may be denied future internet and/or network privileges for a defined period of time, and may be subject to other disciplinary measures as set forth by Club policies.

As the parent/guardian, I acknowledge I have reviewed and read these rules and regulations with my child.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a [Form AD-3027](#), USDA Program Discrimination Complaint Form which can be obtained online, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**U.S. Department of AgricultureOffice of the Assistant Secretary for Civil Rights1400 Independence Avenue, SWWashington, D.C. 20250-9410; or

2. **fax:**(833) 256-1665 or (202) 690-7442; or

email:[Program Intake](#)

* This institution is an equal opportunity provider.

Further, the Rhode Island Department of Education does not discriminate on the basis of age, sex, sexual orientation, gender identity/ expression, race, color, religion, national origin or disability. To file a complaint of discrimination with the State of Rhode Island, write to the Rhode Island Department of Education, Director, Office of Equity and Access, 255 Westminster Street, Providence, RI 02903 or call (401) 222-8979.