



BOYS & GIRLS CLUB
OF HAWTHORNE

AFTER SCHOOL
FUN CLUB
AND
BEFORE SCHOOL
PROGRAM

KINDERGARTEN - 5th GRADE



BOYS & GIRLS CLUB
OF HAWTHORNE

Welcome to the Before School and After School Programs

INTRODUCTION

The following pages contain important information about the above programs. We are looking forward to a successful year with you and your child. In order to provide fun and safe programs, we need your support and cooperation with the following procedures.

PHILOSOPHY & PURPOSE

The Boys & Girls Club of Hawthorne believes our children are the most important natural resource, an integral part of the community and our future. The Club believes that many families are in need of a safe place for their children to come after school. The children in our programs are given the opportunity to meet friends, play games, read, study, create, relax, enjoy sports, learn computer skills and peer pressure skills within a structured environment. Our program is operated under the guidelines of the State of New Jersey, Division of Youth and Family Services, Bureau of Licensing.

WE ENDEAVOR:

- To facilitate creativity through play
- To help the child grow as an individual and enhance self image
- To facilitate group dynamics, interpersonal relationships, and communication skills
- To help the child continue to develop self discipline
- To have fun

THE BOYS & GIRLS CLUB MISSION STATEMENT:

To inspire and empower young people to realize their full potential as productive, responsible and caring citizens, especially those who need us most, by providing life-enhancing programs and character development experiences.

AFTER SCHOOL FUN CLUB

The Boys and Girls Club of Hawthorne's **After School Fun Club** is geared specifically for children **Kindergarten through 5th grade**.

Our program follows the "**Project Learn**" educational enhancement strategy developed by Boys and Girls Clubs of America. The approach of Project Learn is to incorporate leisure reading, writing activities, computer training, helping others and Power Hour: Making Every Minute Count homework help and study into a child's after school experience. We also incorporate fun games, arts and crafts, gym activities, outdoor play activities, special events and so much more. Our goal is to provide a FUN environment for all children after a long day of school!

Children are picked up at Hawthorne Public Elementary Schools and transported to the Boys & Girls Club of Hawthorne. **Children must be picked up at the Club by 6:00 pm, no exceptions. A late fee may be assessed after 6:00 pm.** Please check our website: www.bgchawthorne.org for dates and times of all club programs and special events.

Children attending schools outside the Hawthorne Public School System may enroll in the After School Program. Arrangements must be made by parents/guardians for transportation to the Boys & Girls Club of Hawthorne.

BEFORE SCHOOL PROGRAM

Children are transported from the Boys & Girls Club of Hawthorne to Hawthorne Public Elementary Schools. **Children may be dropped off at the Club no earlier than 7:30 am, no exceptions.** The Boys & Girls Club of Hawthorne does not provide transportation to Lincoln Middle School. The morning session includes breakfast of cereal and juice if requested and supervised playtime.

SCHEDULE

Boys & Girls Club of Hawthorne programs follow the Hawthorne Public School calendar. Any changes in the school calendar will result in a change in the Club schedule. For half day sessions children will be picked up according to public school dismissal times.

For public school closings or emergency early dismissal due to inclement weather, the Boys & Girls Club of Hawthorne will be closed as well. Please make other arrangements for your child's pick up and care. There will be no Before School Care when Hawthorne Public Schools have delayed opening.

It is important that you inform the Boys & Girls Club of Hawthorne of any changes in your contacts authorized to pick up your child and of all changes in telephone numbers where you can be reached for emergency contact.

TRANSPORTATION

Youngsters participating in these programs will be driven to school/picked up from school depending on the program for which they are enrolled. Please note that if school closes due to emergency conditions, the Boys & Girls Club of Hawthorne will also close. (We will not pick up your child from school, you must make other arrangements.)

ARRIVAL AND DEPARTURE

A parent or adult guardian must scan child's club membership card at the front desk when bringing a child into the Club and when picking up a child at the Club. If someone other than the parents are picking up a child, the parent must call the club to inform us or your child will not be released.

ABSENCES

Please notify us by 2:00 pm if your child will be absent from school. There are no refunds for absences due to illness, family vacations or domestic problems and scheduled or emergency school/club closings.

REGISTRATION INFORMATION

A non-refundable, non-transferable registration fee of \$10.00 is required for each program, \$20 for children registering for both Before and After School Care. All 2009-2010 membership fees must be paid at time of registration.

Early registration is recommended to ensure your child a seat on the bus.

FEES

- ALL PROGRAM PAYMENTS ARE DUE ON THE 1ST OF EACH MONTH, OCTOBER THROUGH JUNE.

SEPTEMBER PAYMENT IS DUE BEFORE SEPTEMBER 9, 2009.
- THE RATE DOES NOT CHANGE REGARDLESS OF THE NUMBER OF WEEKS IN THE MONTH THAT BEFORE AND AFTER CARE IS IN SESSION.
- THE PAYMENT AMOUNT IS BASED ON THE TOTAL NUMBER OF WEEKS OF BEFORE AND AFTER SCHOOL CARE FROM SEPTEMBER THROUGH JUNE.
- START AND END DATES ARE BASED ON THE HAWTHORNE PUBLIC SCHOOL CALENDAR.
- THE WEEKS THE CLUB IS CLOSED HAVE BEEN FACTORED INTO THE MONTHLY RATE.

BEFORE SCHOOL: \$135.00

AFTER SCHOOL: \$235.00

BEFORE AND AFTER SCHOOL COMBINATION: \$300.00

All payments are due no later than the 5th of the month.

A late fee of \$20.00 will be assessed for any outstanding balances after the 15th of the month.

No Refunds are given and full payment must be made even if your child(ren) does not attend for the full month.

Outstanding balances may cause your child to be removed from the program.

PROGRAM REGISTRATION

_____ Club #
_____ Start Date
_____ Receipt #
_____ Staff Initial

___ **Before School Program** ___ **After School Program**

Name _____ Date of Birth _____ Age _____

Address _____

Home Phone _____ Grade _____ School _____

Mother's Name _____ Father's Name _____

Home Address _____ Home Address _____

E-Mail _____

Business Name _____ Business Name _____

Business Address _____ Business Address _____

Business Phone _____ Business Phone _____

Cell Phone _____ Cell Phone _____

Child lives with ___ single parent ___ both parents ___ other.

Persons authorized to assume responsibility for child if parents are not available.

Name _____ Name _____

Relationship _____ Relationship _____

Address _____ Address _____

Phone _____ Phone _____

Does your child have any impairment? _____

Is there any special problems we should be aware of? _____

Does your child have or is he/she subject to any of the following?

___ Asthma ___ Fainting ___ Convulsions ___ Heart Trouble ___ Allergies

___ Other (explain) _____

By my signature I attest to the following:

That the above information is correct. That my child is in good health and can participate in program activities.

That my child has had the proper immunizations or exemptions for attendance in public schools.

That in the event of a medical emergency, I authorize the Boys & Girls Club of Hawthorne to seek emergency

medical care for my child as deemed necessary by the staff. That I have received, read and understand the

Information to Parents Document, Discipline Policy, Policy on the Release of Children, Policy on the Management of Communicable Diseases and Parent Handbook.

Parent/Guardian Signature

Date

If a non-custodial parent is not included among those persons authorized by the custodial parent to pick up the child, please explain on reverse side and attach a copy of appropriate court order.



BOYS & GIRLS CLUB
OF HAWTHORNE

I, _____,

parent and/or legal guardian of _____,

release said child to The Hawthorne Boys & Girls Club for transportation

from _____ School.

Please check each day your child will attend on a regular basis.

Monday	Tuesday	Wednesday	Thursday	Friday

Signed: _____

Date: _____

Boys & Girls Club of Hawthorne & Positive Place Preschool

Credit Card Payment Authorization

I, _____,

parent/guardian of _____,

authorize the Boys & Girls Club of Hawthorne to charge *monthly*

payment of \$ _____ for

Positive Place Preschool

After School Before School BS/AS Combo Club 150

to my Visa Mastercard

Discover American Express card.

My card number is: _____

Expiration Date: _____ / _____

I understand that this information will be kept confidential and will be kept in a secure place by the Boys & Girls Club of Hawthorne.

Signature Parent/Guardian

Date

Signature Boys & Girls Club of

Date

Hawthorne representative

BOYS & GIRLS CLUB OF HAWTHORNE AFTER AND BEFORE SCHOOL

DISCIPLINE POLICY

DISCIPLINE: “ To train or develop by instruction, especially in self-control.”
(Webster New Collegiate Dictionary)

It is the philosophy of the Boys & Girls Club of Hawthorne to help children grow emotionally as well as intellectually, to help children succeed, feel good about themselves and be able to express their feelings in a positive and constructive manner.

It is our policy that discipline be positive. Discipline is not punishment. It is a way of helping children learn to identify socially acceptable behavior.

With our Club, limits and rules are clearly defined, consistent with and in accord with appropriate development and age of each child and the program in general. We focus strongly upon the reinforcement of acceptable behavior and the prevention of undesirable behavior by being ourselves responsive to the needs of the children.

Methods of correcting inappropriate behavior with the Club consist of the following:

1. Re-direction of activities: to change the focus of a child's behavior.
2. Individualized attention: to help a child deal with a particular situation.
3. Time-out: the removal of a child from the area of activity for a few minutes, so that he/she may gain self-control.
4. Attention to good behavior: to respond to and reinforce positive behavior, acknowledge or praise the child when behaving well to let him/her know that we approve of what he/she is doing.

Discipline shall not be isolation without supervision, the withholding of food or attention. No child shall be subjected to corporal punishment, emotional neglect, abusive language, ridicule or any behavior that shall intimidate, frighten or endanger the child or his/her self-image.

Should a child's behavior require further attention, an incident report will be filled out and signed by a parent or legal guardian. Three incidents will require a parent conference. Should one further incident report be written the child will be asked not to return to the program.

EXPULSION POLICY

Unfortunately, there are circumstances that arise on occasion, that require a child to be removed from our program. A child can be expelled either on a short term basis or permanently. It is extremely important to understand that our staff will work with the family of the child/children involved in order to prevent this policy from being enforced. The following are circumstances that would require a child to be suspended from the program or permanently removed:

Parental Actions for Child's Expulsion

- Failure of parent to pay/habitual lateness in payments.
- Failure to complete required forms.
- Habitual tardiness when picking up child/children.
- Physical or verbal abuse to staff.
- Other (explanation required).

Child's Discipline/Incident Report/Suspension Policy

Children who do not uphold the values and rules of the Boys & Girls Club of Hawthorne will receive a written incident report. Each member must respect staff and fellow members at all times and must adhere to the rules and regulations that enable the Boys & Girls Club of Hawthorne to provide a safe and caring environment.

1. All written incident reports must be signed by a parent/guardian.
2. All incident reports are non-negotiable and cannot be voided or reversed.
3. If a parent or guardian is not satisfied by discussion of the event with the child's counselor, he or she may request to meet with the Before and/or After School Program Director. However, please be advised that the statements and description of the incident by the counselor will not be reversed by any Director.
4. If a child receives a third incident report, he or she will automatically be suspended for a period to be determined by the Director. This period will be from one to three days. Any offense requiring more than a three day suspension will be considered a **NO TOLERANCE** event and will cause the child to be permanently removed from the program.
5. *Please be aware there will be no refund of any or all money paid for Before or after School program fees for any suspension or removal.*
6. Following is a partial list of incidents that will necessitate a write up. All incident reports are at the discretion of the Before or After School Program staff and are not limited to the following:
 - Acting in a disrespectful manner to Counselor.
 - Using inappropriate language
 - Hitting, kicking, biting or any physical assault
 - Failure to follow instructions and/or directions of Counselor
 - Purposeful destruction of Club or any person's property

- Throwing of any object other than in the course of a planned club activity
- Behaving in any manner that might cause injury to his/her self or any other person

Remedial Actions Taken by Staff to Avoid Expulsion

- Child will be redirected in a positive manner from his/her negative behavior.
- Staff will always use positive methods and language while disciplining a child.
- Staff will praise appropriate behaviors.
- Child will be given verbal warnings.
- Parent will be called to pick up the child.

If the actions above have not proven effective, the child's parent/guardian will be notified verbally and in writing regarding the child's behavior(s) (Incident Report) or the parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time when the parent/guardian may work on the child's behavior or to come to an agreement with the child care center. The parent/guardian will be informed regarding: the length of the expulsion period, expected behavioral changes required in order to return, and a specific expulsion date which will allow an adequate amount of time for the parent to seek alternate child care arrangements (approximately one week).

POLICY ON THE RELEASE OF CHILDREN

- A. Each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent(s) to take the child from the Boys & Girls Club of Hawthorne and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached. An authorized person must be 18 years of age or older. Presentation of valid photo identification will be required of all designated contacts authorized to pick up. Parents are responsible for immediately informing the Boys & Girls Club of Hawthorne of any changes in emergency contacts or telephone numbers of contacts.

It is a policy of the Boys & Girls Club of Hawthorne that a child shall not be visited by or released to a non-custodial parent unless the custodial parent specifically authorizes the center to allow such visits or release in writing. This written authorization, including name, address and telephone number shall be maintained on file at the Boys & Girls Club.

If a non-custodial parent has been denied access to a child by a court order, the center shall secure documentation to that effect and maintain a copy on file.

- B. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s) as specified in (A) above, fails to pick up a child at the time of the center's daily closing are as follows:
1. The child is supervised at all times.
 2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s).
 3. An hour or more after closing time and provided that other arrangements for releasing the child to his/her parent(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24 hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child.
- C. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the person(s) appear to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to that individual, the following procedure will be followed:
1. The child may not be released to an impaired individual.
 2. Staff member(s) will attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s).
 3. If the center is unable to make alternative arrangements, as noted in (A) above, a staff member shall call the Division's 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, he/she should not attend the Boys & Girls Club. If such symptoms occur, the child will be removed from the program, and you will be called to take him/her home. Please have an alternate plan should your child become ill.

Symptoms of Illness:

1. Severe pain or discomfort.
2. Acute diarrhea: 2-3 very loose bowel movements – must be 8 hours symptom free before returning to the Club.
3. Episodes of acute vomiting: 1-2 episodes – must be 8 hours symptom free before returning to the Club.
4. Temperature of 100 degrees F – must be 24 hours symptom free without medication before returning to the Club.
5. Sore throat: scratchy or painful when swallowing.
6. Productive cough.
7. Yellow eyes or jaundice skin.
8. Red eyes with discharge.
9. Infected, untreated skin patches.
10. Difficult or rapid breathing.
11. Skin rashes that last longer than 24 hours.
12. Swollen joints.
13. Visibly enlarged lymph nodes.
14. Stiff neck.
15. Blood in urine.

Once the child is symptom free, or has a physician's note stating he/she no longer poses a serious health risk to themselves or others, he/she may return to the Boys & Girls Club.

CHILDREN MUST BE FEVER FREE FOR 24 HOURS WITHOUT MEDICATION BEFORE RETURNING TO THE BOYS & GIRLS CLUB.

If your child contracts any of the following diseases, please report it to us immediately. The child **MAY NOT** return to the program without a doctor's note stating that the child presents no risk to himself/herself or others. If your child is exposed to any of the following a notice will be posted.

Table of Excludable Communicable Diseases

Respiratory Illnesses	Gastrointestinal Illnesses	Contact Illnesses
Chicken Pox	Giardia Lambli* ^a	Impetigo
German Measles*	Hepatitis A*	Lice
Hemophilus Influenzac*	Salmonella*	Scabies
Measles*	Singella*	
Meningococcus*		
Mumps*		
Strep Throat		
Tuberculosis*		
Whooping Cough		

*Reportable disease as specified in N.J.A.C. 10:122-7.10(a)

ILLNESS/MEDICINE DISBURSEMENT

The Boys & Girls Club of Hawthorne asks your cooperation in not sending a child to the program who is ill. Should your child attend the program and then develop any illness, you will be contacted to pick him/her up. **Children not attending school will not be admitted to the Boys & Girls Club of Hawthorne.**

Parents may request the administration of prescription or non-prescription medication from time to time. All medication must be stored in the original container. For prescription medications, the original label must be on the bottle indicating the child's name, the name of the medication, the date it was prescribed or updated and the directions for its administration. **Medication (both prescription and non-prescription) will not be given without a doctor's note.**

Please hand the medication directly to the After School Program Director. Please indicate your child's name, medication, child's condition, dosage and time of administration followed by your signature.

INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

* * * * *

Our center is required by the State Child Care Center Licensing law to be licensed by the Bureau of Licensing in the New Jersey Division of Youth and Family Services. A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: State of New Jersey, Department of Human Services, Licensing Publication Fees, PO Box 34399, Newark, New Jersey 07189-4399.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing toll-free at 1-877-667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the Bureau of Licensing's Inspection/Violation Reports on the center, which is issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Bureau's Complaint Investigation Summary Report, as well as any letters of enforcement or other activities taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DYFS inspections/investigations. DYFS staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Bureau for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each trip.

Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division of Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the Division of Youth and Family Services' Office of Child Abuse Control, toll-free at: 1-(800) 792-8610, or to any DYFS District Office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting:
Community Education Office, Division of Youth and Family Services, PO Box 717, Trenton, New Jersey 08625-0717.

8/02

Please sign and return this page at time of registration.

I have received the Parent's Handbook for Boys & Girls Club of Hawthorne. I understand that this Handbook outlines the policies and procedures of the center as guided by the State of New Jersey, Division of Youth and Family Services, Bureau of Licensing. These include (but are not limited to)

1. Policy on the Release of Children
2. Communicable Disease Policy
3. Discipline Philosophy
4. Information to Parents Statement as prepared by the Bureau of Licensing, Division of Youth and Family Services.

Name of Child _____

Name of Parent/Legal Guardian (please print)_____

Parent/Legal Guardian Signature _____ Date_____