



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.



Like our Facebook page!

Our page will provide you with upcoming programs, events, and keep you updated on schedules and times! Our page is meant to be informational only. If you have any specific questions, please feel free to call the Club **973-427-7777** or email me, Kyle Graham, kgraham@bgchawthorne.org.

SEARCH FOR OUR NAME OR TYPE IN OUR PAGE WEBSITE!! (YOU MUST HAVE A FACEBOOK ACCOUNT)

Page Name: **Boys & Girls Club of Hawthorne**

Page Website: www.facebook.com/bgchawthorne

BEFORE SCHOOL PROGRAM

The Boys & Girls Club of Hawthorne's Before School Program is available on site at each of the Hawthorne Public Elementary Schools. Children will attend a structured morning program supervised by professional staff and will join their classmates when school opens for the day.

The Program is effective Tuesday, September 6, 2022. Children may be dropped off at their school no earlier than 7:30 am, no exceptions. The morning session includes a light breakfast if requested. Please note that due to time restraints, homework help will not be available during the morning program. **THERE WILL BE NO BEFORE SCHOOL PROGRAM WHEN HAWTHORNE PUBLIC SCHOOLS HAVE A DELAYED OPENING.**

BENEFITS OF OUR BEFORE SCHOOL PROGRAM

- 7:30 a.m. drop off at your child's school
- Daily light breakfast provided
- Fun, relaxed environment

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 professional staff is N.J. State Certified.

Our program offers a safe, worry free environment that provides children opportunities:

- to interact with trained counselors who represent positive role models for behavior, values and making informed choices
- to develop new friendships and enhance social skills
- to receive "Power Hour" Homework Help as needed
- to enjoy structured fun including: Gym Activities, Outdoor Play, Media Center & Special Events
- to experience how **"GREAT FUTURES START HERE"**

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, and helping others. Power Hour also enables members to engage in a designated homework and high yielding activity time.

BENEFITS OF OUR AFTER SCHOOL FUN CLUB

- Bus transportation from all Hawthorne Public Elementary Schools
- Homework assistance
- Daily snack provided
- Educational and Recreational programs are implemented
- Special events
- ASP members are picked up from school on half days at no additional cost

FULL DAY AND HALF-DAY SCHEDULES

Boys & Girls Club of Hawthorne will follow the Hawthorne Public School calendar. Any changes in the school calendar will result in a change in the Club schedule.

Hours of Operation (full day schedule)

Monday through Friday: School Dismissal - 3:00 p.m. - 6:00 p.m.

Hours of Operation (half-day schedule)

School Dismissal- 12:45 p.m. - 6:00 p.m.

The following dates are the **HALF-DAYS** in the **2022-2023 School Calendar**:

Half Day Procedure

All ASP members will be picked up from school at the bell dismissal.

All ASP members are required to pack a bagged lunch.

LUNCH IS NOT PROVIDED ON HALF DAYS.

(7) Total Days

K-5th Parent Conference- Monday & Wednesday November 7th & 9th, 2022

Thanksgiving Eve- Wednesday, November 23, 2022

Holiday Recess- Friday, December 23, 2022

End of School- Monday, Tuesday, & Wednesday, June 19, 20, & 21, 2023

The following dates are days the Club is **CLOSED** in the **2022-2023 School Calendar**:

(8) Total Days

Columbus Day –Monday, October 10, 2022

Thanksgiving Recess-Thursday & Friday, November 24 & 25, 2022

Holiday Recess- Monday, December 26, 2022

New Year's Recess- Monday, January 2, 2023

President's Day- Monday, February 20, 2023

Good Friday- Friday, April 7, 2023

Memorial Day- Monday, May 29, 2023

TRANSPORTATION

Children are picked up at Hawthorne Public Elementary Schools and transported to the Boys & Girls Club of Hawthorne by bus. Please note that if school has an early dismissal (snow dismissal, etc.), the Boys & Girls Club of Hawthorne will also close.

Reminder: We WILL NOT pick up ASP members from school if there is an early dismissal.

Children attending schools outside the Hawthorne Public School System may enroll in the After School Program. However, we cannot provide transportation outside Hawthorne. Arrangements must be made by parents/guardians for transportation to the Boys & Girls Club of Hawthorne.

ARRIVAL AND DEPARTURE

A parent or adult guardian of 18 years or older must sign the child out on their group's clipboard every day. 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.

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.

CHILDREN MUST BE PICKED UP AT THE CLUB BY 6:00 PM, NO EXCEPTIONS.
A LATE FEE WILL BE ASSESSED AFTER 6:00 PM. - \$10 PER FIFTEEN MINUTES PER CHILD.

ABSENCES AND ATTENDANCE

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

Your child is not permitted to attend the Before and After School Program if they have been sent home due to illness or for disciplinary reasons.

ELECTRONICS- (i.e. Cell Phones, Hand Held Games, Tablets, etc.)

We highly recommend that your child refrain from bringing in any electronic devices. **The Boys & Girls Club of Hawthorne is not responsible for any items that are lost, stolen, or broken.**

FEES

- 2022-2023 MEMBERSHIP FEES MUST BE PAID AT REGISTRATION.
 - \$30 FOR HAWTHORNE RESIDENTS
 - \$45 FOR OUT OF TOWN RESIDENTS
- ALL PROGRAM PAYMENTS ARE DUE ON THE 1ST OF EACH MONTH, OCTOBER THROUGH JUNE. AFTER THE 7TH OF THE MONTH, YOU WILL INCUR A LATE FEE OF \$25 ON YOUR ACCOUNT.

SEPTEMBER PAYMENT IS DUE BEFORE THE FIRST DAY OF SCHOOL.

- SHOULD YOUR ACCOUNT BECOME 45 DAYS PAST DUE, YOUR CHILD (REN) ARE SUBJECT TO POSSIBLE SUSPENSION AND/OR REMOVAL FROM CLUB ACTIVITIES UNTIL YOUR ACCOUNT IS BROUGHT CURRENT.

BEFORE SCHOOL PROGRAM FEES

\$15 Non-Refundable Registration Fee
\$210.00 per month for Full Time 5 days per week

Part time selections offered based on space availability.

4 days per week: \$185.00 per month

3 days per week: \$145.00 per month

2 days per week: \$105.00 per month

1 day per week: \$75.00 per month

AFTER SCHOOL PROGRAM FEES

\$15 Non-Refundable Registration Fee
\$290 per month (Full Time Only)

BEFORE AND AFTER SCHOOL PROGRAM COMBINATION

\$30 Non-Refundable Registration Fee

\$410 per month

\$90 savings!

FUN CLUB FULL DAY PROGRAMS

\$40 per day for ASP & BSP members ONLY
\$55 per day for Non- ASP & BSP members (membership required)

The following dates are days the Club is **OPEN** at an **additional fee**: (15) Total Days

N.J.E.A. Convention Fun Club- Tuesday, Thursday & Friday, November 8, 10 & 11, 2022

Holiday Recess Fun Club- Tuesday – Friday, December 27 - 30, 2022

MLK Jr. Day Fun Club- Monday, January 16, 2023

Winter Break Fun Club *Tentative*- Thursday & Friday, February 16 & 17, 2023

Spring Break Fun Club *Tentative*- Monday-Friday, April 10-14, 2023

Hours of Operation: 7:30 a.m. - 6 p.m.

FLYERS WILL BE DISTRIBUTED IN SCHOOL AND IN THE AFTER SCHOOL FUN CLUB.



BOYS & GIRLS CLUB OF HAWTHORNE

BEFORE & AFTER SCHOOL PROGRAM

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 alternative plan should your child become ill.

Symptoms of illness:

1. Severe pain or discomfort, including sore throat
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. Elevate oral temperature of 100.4 degrees Fahrenheit - must be 24 hours fever free without medication before returning to the Club.
5. Lethargy
6. Severe coughing
7. Yellow eyes or jaundiced skin
8. Red eyes with discharge
9. Infected, untreated skin patches
10. Difficult or rapid breathing
11. Skin rashes in conjunction with fever or behavioral changes
12. Skin lesions that are weeping or bleeding
13. Mouth sores with drooling
14. Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by a local health department or the Department of Health.

EXCLUDABLE COMMUNICABLE DISEASES

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child or staff member presents no risk to himself/herself or others.

If a child is exposed to any excludable disease at the center, the parents will be notified in writing.

COMMUNICABLE DISEASE REPORTING GUIDELINES

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete listing of reportable excludable diseases, can be found at:

http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

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. A Medical Authorization form is attached in this packet. If you need additional forms, please see our front desk receptionist.

INFORMATION TO PARENTS

Under provisions of the *Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)*, 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 and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member'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 Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). 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 view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

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 requirements, you are entitled to report them to the Office 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.

OOL/INFORMATION TO PARENTS/APRIL 2017

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions 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 or you can view them online at https://data.nj.gov/childcare_explorer.

Our center must cooperate with all DCF inspections/investigations. DCF 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 OOL 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 assist the center in complying with licensing requirements; and 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 such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and 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 on 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).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

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 *State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/.



Our Power Hour program will begin on Monday, September 10th. It will continue until the last week of school. Power Hour is a national Boys & Girls Club program where children are rewarded for their efforts and participation in completing their homework. Your child's completion during homework time is recorded. They are also recognized for doing worksheets, playing games quietly, and studying. At the end of the week, your child can either save their earned points or cash them in for cool prizes. Please encourage your children to participate! You and your child's cooperation are greatly appreciated!

Project Learn reinforces and enhances the skills and knowledge young people learn at school during the hours they spend at the Club. This comprehensive program strategy shows that students do much better in school when they spend their non-school hours engaged in fun, but academically beneficial, activities. Through Project Learn, Club staff use *high-yield learning activities*, which include leisure reading, writing activities, discussions with knowledgeable adults, helping others, homework help and games that develop young people's cognitive skills

HOMEWORK HELP

Our Club provides **Homework Help** to all ASP members. Our staff members do not tutor the members and cannot implement one on one homework assistance to every child. Our counselors are required to help all the children in their assigned group. There is an allotted homework time for everyday of the week except for Fridays or special holidays/events.

Homework time is between 3:30 p.m. and 4:15 p.m.

Every child is expected to do their homework during this time. *If your child does not have homework, we encourage them to do a quiet activity (worksheets, coloring pages, read a book, etc.), as not to disturb their fellow group mates.*

Due to our state ratio and time restraint, only daily written homework shall be worked on. Any reading homework or projects must be completed at home. ***We ask that you to check and sign your child's homework every night.*** The After School Fun Club is **NOT** responsible for any unfinished homework handed in at school. If there are any questions or concerns about your child's homework, please feel free to contact the After School Fun Club Director.

MENTORING PROGRAM

This curriculum involves mentoring and guidance from staff members of the Boys & Girls Club of Hawthorne. The goal of the program is to help members develop good social skills and achieve academic success in school. There will be an orientation program when the program begins. The Power Hour Program Coordinator will be able to obtain your child's report card from his/her school. All records will remain private, confidential documents. They will ONLY be used to assist the BGC in evaluating success of the members participating in Project Learn- Power Hour program.

AFTER SCHOOL FUN CLUB PROGRESS REPORTS

Your child will be receiving quarterly progress reports during the school year. The reports are to track your child's progress in homework completion, recreational and social activities, and social behavior. This progress report will help us make sure that your child is having a fun and safe experience at our After School Fun Club.

SOCIAL MEDIA POLICY- METHODS OF PARENTAL NOTIFICATION

The Boys & Girls Club of Hawthorne recognizes that social media has become part of everyday life for many individuals and families. It enables families and staff to exchange important information with ease. Program information can be found on our website, www.bgchawthorne.org and on our Facebook page. For mass messaging, the Club uses Call-Em-All Automated Messaging Service which you will receive a phone call and text message. In addition, all of our directors and teachers have email addresses should you have specific questions or concerns about your child.

The Boys & Girls Club of Hawthorne has guidelines that govern the use of social media outlets including but not limited to Facebook, Instagram, Twitter, Snapchat and LinkedIn as it relates to the Boys & Girls Club of Hawthorne.

- It is important that staff, volunteers and parents demonstrate respect for others and use good judgement when participating in any form of online posting.
- Do not share personal, private or confidential information.
- Do not post pictures of other people's children participating in Boys & Girls Club activities unless you have expressed written consent.
- Misuse of social media can result in disciplinary action.

TECHNOLOGY ACCEPTABLE USE POLICY

The Boys & Girls Club of Hawthorne is committed to providing a safe use of technology and online safety for members, staff, and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

CLUB MEMBER USAGE

Before a member will be allowed to use Club technology equipment or their personal device, both the member and his/her parent/guardian will need to read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

Club devices shall include all Club-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Personally owned devices shall include all member-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Club purposes shall include program activities, career development, communication with experts and/or Club peer members, homework, and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

Authorized use: Club devices and personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club devices or personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

Appropriate use: Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Monitoring and inspection: The Boys & Girls Club of Hawthorne reserves the right to monitor, inspect, copy, and review any personally owned device that is brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally owned devices to the Club in the future.

Loss and damage: Members are responsible for keeping devices with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Any inappropriate or unauthorized use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes but is not limited to the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by members
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment
- Personal attacks, including prejudicial or discriminatory attacks
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others
- Knowingly or recklessly posting false or defamatory information about a person or organization; or Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices

If a member is told to stop sending communications, that member must cease the activity immediately. Any incident of such nature will be documented by Club leadership and the parent will be notified immediately.

CYBERBULLYING

Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails, or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites, or fake profiles.

Members may not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use the Club's 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. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

Monitoring and inspection: The Boys & Girls Club of Hawthorne reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, the Boys & Girls Club of Hawthorne reserves the right to inspect and/or review personally owned devices that are brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections, but the member may be barred from bringing personally owned devices to the Club in the future.

Internet access: The Boys & Girls Club of Hawthorne reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks, or other services. Members must follow Club procedures to access the Club's internet service.

Loss and damage: Members are responsible for keeping the personal device with them at all times. Staff are not responsible for the security and/or condition of the member's personal device. Furthermore, the Club shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Parental notification and responsibility: While the Boys & Girls Club of Hawthorne Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for the Boys & Girls Club of Hawthorne to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

Digital citizenship: Club members shall conduct themselves online in a manner that is aligned with the Boys & Girls Club of Hawthorne Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates the Boys & Girls Clubs of Hawthorne Code of Conduct, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

Club-owned-and-operated technology: Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

Digital citizenship and technology safety training: All members who wish to use a Boys & Girls Clubs device or equipment will be required to successfully complete a BGCA-provided digital citizenship and technology safety training. This training is required for all members annually.



MEMBERSHIP # _____
DATE _____
RECEIPT # _____
STAFF INITIALS _____

YOUTH MEMBERSHIP APPLICATION

Membership in the Boys & Girls Club of Hawthorne is required for participation in Club programs.
All memberships expire in August. Membership year runs from September to August.

Member's Name _____ Telephone _____

Address _____ City _____ ST _____ Zip _____

Male _____ Female _____ D/O/B _____ Age _____ Grade (Sept. 2022) _____

Guardian/Father's Name _____ Guardian/ Mother's Name _____

Employer _____ Employer _____

Occupation _____ Occupation _____

Work Phone _____ Work Phone _____

Cell Phone _____ Cell Phone _____

PLEASE PROVIDE EMAIL ADDRESS!

(E-mail addresses are kept confidential and are for the sole use of providing information to members' families.)

E-Mail Address: (Mother/Guardian) _____

E-Mail Address: (Father/Guardian) _____

Child lives with: () Mother () Father () Both Total Number in Household: _____ Number under 18 Yrs. _____

School Child Attends: _____ Grade _____

ADDITIONAL PEOPLE AUTHORIZED TO PICK UP MY CHILD

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Doctor's Name _____ Phone _____

Is there any immediate family member that is in the military? Y[] N[] Which Branch: _____ Active: Y[] N[]

Has either parent been a member of the Boys & Girls Club? _____ Dates: _____

Ethnicity of Member: [] American Indian or Alaska Native [] Asian [] Black or African-American [] Hispanic or Latino
[] Native Hawaiian or Pacific Islander [] White [] Some other race [] Two or more races [] Don't Know

Parental Release Form

I, the parent/guardian of the minor child listed on this application, for ourselves, our heirs, executors and administrators, hereby release, waive, acquit and forever discharge the Boys & Girls Club of Hawthorne, and Boys & Girls Clubs of America, their representatives, successors, insurers, assigns or any other person or entity associated with any of the above organizations such as staff, directors or volunteers, from all liability, claims, demands, or causes of action for any and all loss, damage, injury or death and any claim of damages resulting from use of facilities owned or controlled by the above organizations, or participation in activities of said organizations either at or away from the Club.

I, _____ do hereby give my son/daughter _____ permission to attend and/or participate in programs sponsored by the Boys & Girls Club of Hawthorne. I understand that my child's membership at the Boys & Girls Club of Hawthorne is a privilege and may be revoked at any time.

Medical Treatment

I give permission to the Boys & Girls Club of Hawthorne to seek emergency medical treatment for my minor child if I cannot be reached. I will be responsible for any/all costs of medical attention and treatment.

(Optional) School Information ☐ No, I do not give my permission. (If checked, please initial here _____) I give my permission to the Boys & Girls Club of Hawthorne and Hawthorne or North Haledon School District to exchange information regarding the minor child listed on this application. The purpose of the exchange is to help both organizations do a better job of helping the student be successful in school, in the Boys & Girls Club and in life. This release may be revoked at any time by contacting your child's School District or the Boys & Girls Club in writing.

Surveys and Questionnaires

I, the parent/guardian of the minor child listed on this application, give permission for Boys & Girls Club of Hawthorne to survey my child about his or her Club experience, behaviors, skills and attitudes using Boys & Girls Clubs of America's National Outcomes Survey or other survey instruments.

Technology

As a member of the Boys & Girls Club, your child will have access to the Internet. While precautions are being taken, it is possible who s/he may access inappropriate sites. The Boys & Girls Club will have rules and consequences at the Club for such behavior; however we will not be responsible for the consequences of such access.

Miscellaneous

I understand who the Boys & Girls Club is not responsible for lost or stolen items. Parents and Club members are responsible for their own transportation to and from the Club. For drop-in activities, we are not responsible for Club members' whereabouts. It is the responsibility of me, the parent/guardian, to instruct my child as to when and with whom he/she will leave the club.

I give permission for my child's picture, moving pictures, or any other graphic depiction or likeness, to be used by the Boys & Girls Club and its activities. I have read the completed application and this form, understand the rules of the Boys & Girls Club and request my child be admitted into membership. ☐ YES ☐ NO

I give my permission to the Boys & Girls Club of Hawthorne to share information about the minor child listed on this application with Boys & Girls Clubs of America (BGCA) for research purposes and/or to evaluate the program's effectiveness. Information that will be disclosed to BGCA may include the information provided on this membership application form, information provided by the minor child's school or school district, and other information collected by Boys & Girls Club of Hawthorne, including data collected via surveys or questionnaires. All information provided to BGCA will be kept confidential.

Parent / Guardian Signature

Date:

Child's Name _____ Grade _____

2022-2023 PROGRAM REGISTRATION INFORMATION

1. What program is your child attending? (Please circle)

Before School Program

After School Fun Club

BSP & ASP COMBO

2. Circle the name of the school your child attends:

Washington

Roosevelt

Jefferson

Other _____

3. Please circle each day your child will attend on a regular basis:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

4. Will your child be taking the bus transportation from their school to the BGC of Hawthorne?

Please circle: (ASP ONLY)

YES

NO

5. Will your child be participating in our Power Hour/Project Learn/ Mentoring Program?

Please circle: (ASP ONLY)

YES

NO

6. Please circle: (ASP ONLY) I would like my child to have *ALL* *HALF* *NONE*

of their homework completed at the Club.

HANDBOOK POLICIES AND PROCEDURES

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:

1. Transportation to Club
2. Arrival and Departure Procedure
3. Absence Procedure
4. Fees for programs
5. Policy on the Release of Children
6. Positive Guidance/ Discipline Philosophy and Expulsion Policy
7. Communicable Disease Policy and Illness and medicine disbursement
8. Information to Parents by the Bureau of Licensing, Division of Youth and Family Services.
9. Homework Help Policies
10. Methods of Parental Notification
11. Technology Appropriate Use & Social Media Policy

I fully understand all the information concerning the Before School & After School Program that has been provided in this program packet. My child and I will abide by all the policies that are written.

Child's Full Name _____

Parent/Legal Guardian (please print) _____

Parent/Legal Guardian Signature _____ Date _____

2022-2023 Before & After School Care Health History Form

Please answer the following questions IN PRINT & NEATLY regarding your child's health.
ALL INFORMATION MUST BE COMPLETED IN ORDER TO ATTEND OUR PROGRAMS.

Child's Name _____

Child's Doctor and Phone Number _____

Child's Weight _____ Child's Height _____

Does your child have any allergies to drugs or medication? Yes No

If so, please list: _____

Does your child have any allergies to bee stings/insects? Yes No

If so, please list: _____

Does your child have any other allergies (food, pollen, dogs, etc) Yes No

If so, please list: _____

Does your child have any form of asthma? Yes No

If so, please explain _____

If yes was checked for any of the above, is medication (Epi-pen, inhaler, etc.) needed?
Please explain below.

(Please fill out the attached medical authorization form, on page 18.)

Are there conditions or specific needs that require special attention? Yes No

If so, please list: _____

*In the event of any sudden illness, it is understood that the Boys & Girls Club of Hawthorne staff will attempt to contact me. However, if medical care becomes necessary, I give permission for my child, _____, to receive such treatment from and as deemed appropriate by the **Valley Hospital**, its Medical Staff, agents, and representatives and further agree to reimburse The Valley Hospital, Medical staff, agents and representatives for all such treatment.*

Parent's/Legal Guardian's Signature: _____

Parent's/Legal Guardian's Name (Print) _____ Date _____

**IF YOUR CHILD NEEDS SPECIFIC MEDICATION,
PLEASE REFER TO THE FOLLOWING
REQUIREMENTS BELOW:**

1. Medicine **MUST** be in the original bottle or packaging.
 - a. The physician's and member's name must be on the label.
2. The physician **MUST** fill out the *Care Plan for Children with Special Health Needs* form (next page) and stamp it with their official stamp. If your child's doctor has their own Emergency Health Plan, you may submit that instead of our form.
3. You must fill out and sign the **MEDICAL AUTHORIZATION FORM** (page 21).
4. If your child attends the Before AND After School Program, they must have medication for BOTH locations. (i.e. (2) inhalers, (2) Benadryl bottles, etc.)
 - a. Please be aware if your child's health plan calls for (2) epi-pens and they attend both BSP & ASP, we need to have (4) total. The medication at BSP is locked and stored at the school. They cannot be transferred to the ASP program or from the Nurses' office.
5. **MEDICATION, MEDICAL AUTHORIZATION FORM, & THE CARE PLAN MUST ALL ARRIVE BEFORE YOUR CHILD'S FIRST DAY OF BEFORE/AFTER SCHOOL CARE WITH ENOUGH MEDICINE FOR THE PROGRAM (INCLUDES INHALERS) OR YOUR CHILD WILL NOT BE PERMITTED TO ATTEND OUR PROGRAMS.**

2022-2023 MEDICAL AUTHORIZATION FORM

I _____ authorize ALL Boys & Girls Club Staff members to see that my child
Parent's Full Name

_____ receives medication prescribed by _____.
Child's Full Name Child's Physician's Name

- **This medication is to be furnished by parent/guardian with the name of the medicine, the amount to be given and the correct time of day to be given.**
- **Medicine must be in the ORIGINAL bottle.**
- **The physician's and members name MUST be on the label.**

MEDICATION MUST ARRIVE BEFORE CHILD'S FIRST DAY OF SCHOOL.

Parent's/Legal Guardian's Name (SIGNATURE)

_____ **DATE:** _____



OFFICE USE ONLY

Medication: _____ Expiration Date: _____

Medication: _____ Expiration Date: _____

Medication: _____ Expiration Date: _____

Medication: _____ Expiration Date: _____



CHILD CARE PAYMENT AGREEMENT

I, _____, parent and/or legal guardian of
(Please Print)

_____, agree that I am responsible for
(Please Print)

payment of childcare provided by the Boys & Girls Club of Hawthorne. I agree to pay no later than

the 1st day of each month, the following amount:

Please check appropriate box:

- ☐ **Before School Program Full Time 5 days per week: \$210.00 per month**
- ☐ **Before School Program Part Time 4 days per week: \$185.00 per month**
- ☐ **Before School Program Part Time 3 days per week: \$145.00 per month**
- ☐ **Before School Program Part Time 2 days per week: \$105.00 per month**
- ☐ **Before School Program Part Time 1 day per week: \$75.00 per month**
- ☐ **After School Program: \$290.00 Full Time Only**
- ☐ **Combination Before & After School Programs: \$410.00**

I am responsible for any additional fees including but not limited to membership and registration fees.

In the event that my account becomes delinquent for more than 45 days, my child, at the discretion of the Boys & Girls Club of Hawthorne, may be removed from the program and that my account will be turned over to a collection agency. If this occurs, I agree to pay a finance charge of 1.5% per month on any balance due, as well as all reasonable collection costs not to exceed 50%, as well as court costs, attorney fees and interest fees accrued with the collection of this account.

Signed: _____ Date: _____

Boys & Girls Club of Hawthorne

Credit Card Payment Authorization

(OPTIONAL)

I, _____,

parent/guardian of _____,

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

payment of \$ _____ for

(☐) Before School (☐) After School (☐) BS/AS Combo (☐) Positive Place

to my (☐) Visa (☐) Mastercard (☐) Discover (☐) American Express card.

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

Signature Parent/Guardian

Date

OFFICE USE ONLY

LAST 4 DIGITS: _____

EXP. DATE ____/____

RECEIPT NEEDED Y / N

(☐) Yes, I need to have a copy of a receipt sent to me monthly for charges.

You may contact the club for a copy of a receipt or a year end statement at any time.

Credit Card Number: _____

Expiration Date: ____/____

CVV Code: _____

Address associated with the card: _____
