



Dear Discovery Club Parents,

Welcome to the 2019-2020 Discovery Club Program and our Parent Handbook. All of our staff look forward to another exciting year and we are dedicated to providing the best care for your children and to the continued development of quality programming. Currently, the Discovery Club program serves youth at our Pleasant St. Clubhouse, Kane School, Jaworek School, Richer School and the Whitcomb School. Please use this handbook as your reference guide for the coming year. It contains useful information, including the following:

- Mission Statement and Statements of Non-Discrimination and Purpose
- Statement of Purpose and Program Plan
- Hours of Operation, Daily Schedule and Late Fee Policy
- Program Fees and Vacation Week Registration Policy
- Holiday and Additional Closings
- Attendance Policy
- Parent Engagement
- Clothing, Snacks & Meals, Transportation and Fire Safety
- Abuse & Neglect Policy
- Behavior Management
- Discipline Policy
- Suspension/Termination Policy
- Health Policies and Procedures
- Authorization and Consent Form

Thank you for enrolling your children in our program! We will continue our commitment to provide the best care possible for your child. If you have any questions or concerns, please do not hesitate to contact me, between the hours 10:00AM and 2:00PM, at (508) 485-4912 EX 204.

Barbara Tolland
Child Care Director



Mission Statement

The Boys & Girls Clubs of MetroWest provide social, educational, physical and cultural programming for the children of the MetroWest area. The intent of these programs is to enhance the development of these children and to prepare young adults to be responsible and productive members of their community.

Statement of Non-Discrimination

The Boys & Girls Clubs of MetroWest shall not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, national origin, sexual orientation, political beliefs, marital status, or disability. We shall accept applications for any child with a disability and will determine our capacity to service that child.

Statement of Purpose and Program Plan

The purpose of The Boys & Girls Clubs of MetroWest shall be to provide guidance and to promote the health, recreational, social, cultural, education, vocational and character development of youth, regardless of race, color, religion or national origin. Our program is designed to meet the needs of the child, as well as the working parent. The program curriculum offers structured activities and classes designed to create a balance between having fun and working to enrich educational and life experiences, to help children find their own identity, maximize their potential and attain a sense of responsibility to self, family, community and country and to educate society at large on the special needs and circumstances of children and to promote the positive educational interaction between them through involvement in club activities and programs. We currently run a school age program that is licensed by the Massachusetts Department of Early Education and Care.

The Discovery Club Program provides children with the opportunity to grow and develop in a safe, comfortable, exciting and, most of all, FUN environment and helps children build lasting relationships by providing confidence building and personal development skills. The program offers structured activities in the following areas: Arts & Crafts, Science, Homework Help, Story Time, Outdoor Time, and much more. We also have access to our Technology Center and Instructional Gym activities during school vacation and holidays.

The goals of our program are as follows:

- To allow children to relax and unwind from school and to pursue leisure activities.
- To further each child's social and emotional development.
- To foster each child's physical development.
- To teach decision making skills.
- To enhance creativity.
- To increase each child's awareness of their own, and other's, cultural and racial backgrounds and differences.



Hours of Operation

Regular Days:	2:30PM - 6:00PM
Early Release Days:	12:00PM - 6:00PM
No School Days*:	7:30AM - 6:00PM

*Parents must pre-register for these days. Additional tuition fees apply.

Daily Schedule

3:00-3:45	Arrive, attendance, snack
3:45-4:15	gym/playground
4:15-4:45	Power Hour Homework
4:45-5:30	Structured activities
5:30-6:00	Finish projects/Free time

Program Fees

The Discovery Club tuition is based on a yearly (schoolyear) program fee. We have divided this yearly program fee into 10 monthly payments.

In addition to the yearly tuition payments, other fees include a \$75 non-refundable registration fee; and additional fees for no school days and vacation weeks. (Prices will be published and available to you in advance).

The monthly tuition payments will be invoiced on the 1st of each month beginning in September 2019 and concluding in June 2020. Payments are due on or before the 10th of each month. A \$25 Late Fee will be added, if we do not receive payment by the 10th. If your child is registered for Discovery Club, then you are responsible for a payment, whether you receive an invoice or not.

Tuition Monthly payments are as follows:

Number of Days	Monthly Dues
5	\$425.00
4	\$380.00
3	\$330.00
2	\$236.00



Payments may be made via Cash, Check, or Credit Card. Please make checks payable to Boys and Girls Clubs of MetroWest or BGCMW, NOT Discovery Club. The Finance Office will add a \$25 fee to your account for bounced checks. BGCMW will no longer accept check payments after 2 bounced checks.

There will be no make-up classes, credits, or refunds given for personal absences, illness, family vacations, short or extended family leaves, or inclement weather.

We offer a 10% Sibling Discount (if applicable), on the lower tuition price only.

Additions or changes between 2/3/4/5 day programs can be made at any time if space is available. You will be charged a fee for each change of \$20. Rates will NOT be prorated during the change month, the higher rate will apply.

Your child/ren will be temporarily suspended from ALL Boys and Girls Clubs of MetroWest programs (including drop-in) if your payment is not received by the end of the month and you have not entered into a payment plan with the Finance Office.

In addition to the "TERMINATION" section of the Discovery Club Parent Handbook. NO credits or refunds will be given if your child is terminated from the program. Families will be financially responsible for paying ALL outstanding balances within a reasonable timeframe.

If you have questions about your invoices, payments, or need an address correction; please contact our bookkeeper; Stacy Duchnowski via phone (508) 485-4912 ext. 116, via e-mail at stacy.duchnowski@bgcmetrowest.org or by stopping into the Finance Office during the following hours, 9 AM.- 4 PM. Monday-Thursday or 9 AM.-3 PM on Fridays.

Late Fee Policy

The Discovery Club Program hours are 2:30PM - 6:00PM daily. Beginning at 6:00pm, late fees will be charged. The rate is \$1.00 for every minute you are late picking your child up; this fee is to be paid directly to the staff member waiting with your child. In case of an emergency please call the Pleasant St. Clubhouse at (508) 485-4912. Staff do not get paid for staying after 6:00pm.

Withdrawal Policy

We require fourteen (14) days written notice in the event that you will need to withdraw your child from Discovery Club. Families who fail to comply with this requirement will be charged and additional \$150 to cover the monetary loss incurred by the afterschool program.

You are still accountable for the fees pertaining to the tuition's monthly payment. No refunds or discounts will be applied for said month.



Vacation Week Registration Policy

The Discovery Club Program is open during all school vacation weeks. Flyers and registration materials will be available at least three weeks prior to each vacation week. **A deadline will be imposed for all vacation week registrations and no registrations will be taken after the deadline.** Registration numbers are a determining factor in our staffing and curriculum planning. Please keep this in mind and register, in advance, for each vacation week.

Please note: In order to attend vacation weeks, your balance must be current.

Holiday/Club Closings

September 2 nd	Labor Day
November 28 & 29	Thanksgiving and the day after
December 25 th	Christmas Day
January 1 st	New Year's Day
May 25 th	Memorial Day
July 4 th	Independence Day

A consolidated full day program will be run at The Discovery Club at Boys and Girls Club at 169 Pleasant St. on the following days:

October 14 th	Columbus Day
November 11 th	Veteran's Day
November 27 th	Day before Thanksgiving
December 24 th	Christmas Eve
December 31 st	New Year's Eve
January 20 th	MLK Day
February 17 th	Presidents Day
April 20 th	Patriots Day

Snow Cancellations

When schools are closed due to inclement weather, the Boys & Girls Clubs of MetroWest and Discovery Club will be **closed**. When schools are released early due to inclement weather, the Clubs will be open until **4:00PM only**. If you are unsure if schools are getting out early, please call (508) 485-4912 and ask. Also, please make sure that all emergency phone numbers are up to date, in the event that the Discovery Club Program is closed.



Attendance Policy

If you need to change your child's weekly attendance for any reason: MCAS, tutoring, sports, clubs, etc., please submit a list of those dates and times to your site coordinator. If your child is absent from school and will not be attending the program, please notify the staff by **noon-time**. If staff is not informed of these changes and your child is expected at the Discovery Club Program, we will be contacting you to ensure that your child is safe. For your child's safety, and in order for the program to be successful, it is important that you adhere to these policies. When staff has to call to check on an absent child, it takes them away from the group and interrupts program time.

Please note that, after the first unexcused/unreported absence, we will assess a \$5.00 fee for all additional unexcused/unreported absences.

Under the Massachusetts Truancy Law, a child cannot attend childcare if they are absent from school that day.

Parents or guardians are required to sign their children out every day when they leave the program. When people other than parents or guardians pick up children, they will be required to show proper identification and our staff will not release your child to anyone not listed on your registration form.

Parent Visits, Engagement and Communication

We encourage parents to visit the Discovery Club Program to observe their children at any time. If possible, please visit the club prior to your child's first day, so they will be familiar with the staff and the atmosphere. Parents are also welcome to participate in special events and field trips (after a CORI and SORI have been completed); updates will be given to parents on all program activities.

Parents are strongly urged to develop lines of communication with all staff. It is in the child's best interest if the parent informs the staff on any changes (i.e. behavioral, medical, etc.) that their child is experiencing. Input from parents is highly encouraged and parents should feel free to ask any questions or voice any concerns. A newsletter will be distributed to inform parents of activities, special events and any program/policy updates.

Parent conferences will be conducted on an as needed basis. Parents are welcome to request an appointment for a conference at any time. All children's records are privileged and confidential. No information will be released to anyone unless we receive written consent from a parent/guardian.

Please inform program staff of any legal issues that could directly affect your child's well-being.



Appropriate Clothing

Children should have comfortable and weather appropriate clothing. A change of clothes should be left at the club in case of an emergency. During winter months children should bring an extra pair of shoes for when they take off their winter boots. To make things easier, all clothing should be labeled with the child's name. Lost articles will be kept for two weeks then discarded.

Snacks & Meals

The Boys & Girls Clubs of MetroWest follow the USDA Food and Nutrition Service's requirements for a balanced diet. There will be an afternoon snack daily, feel free to send in a snack of your choice if your child has dietary restrictions. ***Be advised, the Discovery Club Program has a Peanut/Nut Free Policy. Please do not send in any snacks that may contain peanut/tree nuts.***

Fire Safety

In order to ensure the safety of all children and staff, emergency evacuation plans are posted in each program area next to each exit. In the event of an emergency, the program specialist will lead the children out of the building and take attendance, while the site coordinator does a final check of the building.

Abuse & Neglect Policy

If a staff member suspects a case of abuse/neglect with a child, they are required to report it to the Program Director. If both are in agreement of suspected abuse/neglect, a call to DSS will be made to file a 51A, followed by submitting written documentation to DSS within 48 hours thereafter.

If suspected abuse occurred while a child was in the care of the program or related activity, the Program Director is to file a 51A with DSS followed by notifying EEC.

If there is an allegation made against a staff in the program, DSS is to be notified and an investigation on the alleged staff member is to be conducted. The allegedly abusive or neglectful staff is not to



work directly with children until DSS investigation is complete and for such further time as the office requires.

Behavior Management

The goal for the behavior management policy is to maximize the growth and development of the children and for protecting the group and individuals within it. Where appropriate and feasible, children shall participate in the establishment of such rules, policies, and procedures. Staff members verbally reinforce positive behavior throughout the day. Verbal reminders and redirection are also consistent. If a child's behavior is disruptive, the staff member will make every effort to redirect the child's attention to another activity. The staff and child will work to resolve issues together. If the disruptive behavior continues, the child will be asked to take a short break from the group activity. Following the break, the child must process the incident and then they can return to the activity. In the case of the continuation of behavior problems, the parents of the child are notified to discuss the disruptive behavior following a day's suspension from the program.

We wish to acquaint parents with the following rules and procedures for discipline:

1. The children must stay with the group at all times. Please explain to your child that they must have the permission of a staff person before they leave the room or play area.
2. Children need to respect each other. We will not allow any child to hurt another. Physical violence, even in play, is not permitted in the program. In addition, teasing, swearing, and name-calling are against the rules.
3. Children must respect all staff. Rude, disrespectful behavior towards staff will not be tolerated.
4. Children are expected to take care of the toys, books, and other things in the center. Including returning toys to the appropriate area during clean-up time. Parents of the children who deliberately break something will be asked to pay for the damages.
5. Children will not be allowed to leave the program on their own unless the staff has received a note from the parent.

The following are prohibited in the Boys & Girls Clubs of MetroWest:

1. Spanking or other corporal punishment of children.
2. Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment.
3. Depriving children of meals or snacks.
4. Force-feeding children.
5. Punishment for soiling, wetting, or not using the bathroom facilities.



Statement of Discipline Suspension/Termination Policies

The Boys & Girls Clubs of MetroWest believes in taking a preventative approach to discipline by creating a safe environment to minimize behavior problems. If a behavior problem occurs, the child will be asked to take a brief “break” for a discussion with a staff. Staff responds positively to appropriate behavior.

When a child’s behavior is seen as difficult/disruptive the staff will call a meeting with the parents. Cooperation and support from the parents is an important part of resolving any behavior problems. If the problem continues, an additional conference will be called for the staff to meet with the parents. A contract stating conditions necessary for the child to continue participation in the program will be drawn up. If these conditions are not met, the child may be suspended or terminated from the program. The staff will make every effort to provide assistance to the parents on available resources.

In more serious cases a situation may not allow time for a meeting to be called prior to suspension. For example, if a child’s behavior poses a threat to his/her own safety or the safety of others; the child will be immediately suspended from the program. After which a conference will be called with the parents to discuss the child’s behavior.

Termination can also occur when a family is no longer eligible for their voucher due to lack of attendance/or for failure to pay fees. Termination can also occur if a family does not comply with the Clubs policies regarding EEC paperwork, health and safety issues, or pick up and drop off procedures. We will attempt to work with a family to rectify the matter. However, if after attempts by the staff have been made and the non-compliance continues to exist, termination may be necessary.

Health Policies and Procedures

Procedures for Emergencies and Illness

In the event of an illness or emergency, parents will be contacted and the child will be removed from group. The Program Coordinator or Site Coordinator will administer aid if necessary. A staff member will stay with child until parents arrive. If the child needs emergency room treatment, an ambulance may be called to transport the child to the hospital. A quiet area is available for children to rest if needed. There will be a staff member available to stay with the child and comfort them if needed. If a child complains of being mildly ill the parents will be called and notified of the symptoms. If an ambulance is needed, a staff member will ride in the ambulance with the child.



Procedures for Medication

Before prescription medication is given to a child, the parent and MD/NP/PA must give written consent along with specific directions. All parent requests to administer medication must be reported to the Health Care Consultant. This information is kept in the medication log located in the program office. A record shall be kept of the date, dose, time, who administered the medication and reason child is on the medication. All medication is kept locked in the Discovery Club Program's cabinet. The Doctor's order shall be valid for no more than one year from the date it is signed. The Club will make every effort to contact the parent and Health Care Consultant before P.R.N medication is administered, unless a child needs medication urgently or when contacting the parent will delay appropriate care unreasonably. Documentation for dispensing medication is in the child's folder.

For non-prescription medications, The Boys & Girls Clubs of Metrowest will accept written parental authorization stating that the club can administer non-prescription medication. This information is kept in the medication log locked in the Program Director's office. A record of dose, time, date, and who administered the medication is kept in the log. The Club will make every effort to contact the parent before the P.R.N. medication is administered, unless a child needs medication urgently or when contacting the parent will delay appropriate care unreasonably. Documentation for dispensing medication is in the child's folder. The parent's order shall be valid for no more than one year from the date it is signed.

All staff will be trained in Epi-Pen use annually and all new hires. With written permission from a parent/guardian and the Health Care Consultant, children may be allowed to use a prescribed inhaler with the supervision of a staff if the child is capable.

Plan for mildly ill children

The child will be removed from the group and parents will be contacted. A quiet area is available for children to rest if needed. There will be a staff member available to stay with the child and comfort them if needed. If the child has more than one hour left in the program day, if the child has vomited, shows signs of allergic reaction, pain diarrhea, has a fever (axillary temp. >100) is weak/drowsy or demonstrated any behavior which concern the staff, the parent will be required to pick up their child. The child may return to the program once they have been symptom free for 24 hours.



Child's Name _____

I have read and I understand all of the information in the Parent Handbook for the Boys & Girls Clubs of MetroWest, Discovery Club Programs.

Parent/Guardian Signature

Date

_____ **Yes**, I give consent to have my child photographed/video taped for public relations purposes.

_____ **No**, I DO NOT give consent to have my child photographed/video taped for public relations purposes.

Parent /Guardian Signature

Date