

## **2019-2020 HENNESSEY SCHOLAR CAMP HANDBOOK**

### Non Free/Reduced Children

Full-Year Fee: \$600

Monthly fee: \$60/month OR \$55/month with automatic payment agreement

Weekly Fee: \$15/week OR \$14/week with automatic payment agreement

### Reduced Lunch Students:

Full-Year Fee: \$400

Monthly Fee: \$40/month OR \$35/month with automatic payment agreement

Weekly Fee: \$10/week OR \$9/week with automatic payment agreement

### Free Lunch Students:

Full-Year Fee: \$200

Monthly Fee: \$20/month OR \$15/month with automatic payment agreement

Weekly Fee: \$5/week OR \$4/week with automatic payment agreement

Child Care fees are based on a forty (40) week program. If you need to take your child out of the program for any length of time, please notify us immediately; however, because of the demand for quality childcare, we cannot guarantee future placement.

Before School Care: Beginning in the 2019-2020 school year, the Hennessey Scholar Camp is an after school only program. Before school childcare is available at our Williams Avenue Clubhouse for a weekly fee of \$15 per child.

### **HOLIDAY SCHEDULE**

The Boys & Girls Club of East Prov. will be closed on the following days:

Staff Planning (Aug 26 & 27)

Labor Day (Sept. 2)

Staff Training Day (September 27)

Columbus Day (Oct. 14)

Veterans' Day (Nov. 11)

Thanksgiving Break (Nov. 28– Nov. 29)

Christmas Eve (December 24)

Christmas (December 25)

New Year's Day (Jan 1)

Martin Luther King Day (Jan. 20)

Memorial Day (May 25)

Staff Training (June 12)

Independence Day (July 3)

Victory Day (August 10)

**Please be sure to make arrangements for your child's care on these days.**

The following are days that there is no school, but childcare will be available for an additional daily free at the Williams Avenue Clubhouse:

Day before Thanksgiving (Nov 27)  
Holiday Recess (Dec 23, 26-27, 30-31)  
Winter Recess (Feb 17-21)  
Spring Recess (April 10, 13-17)

## **REGISTRATION**

Club membership and Hennessey Scholar Camp registration is required and must be completed prior to your child's first day. Please include a recent photograph of your child and be sure that all work and emergency phone numbers are accurate.

All children enrolled in our Hennessey Scholar Camp program must be members of the Boys & Girls Club of East Providence. The membership fee is \$20.00 per year and must be paid before your child can participate in any programs. If this fee presents a burden for your family, please contact the office for information about membership scholarships. No child will be turned away from the Hennessey Scholar Camp due to a lack of ability to pay.

## **HOURS OF OPERATION**

**Main Office:** Monday – Friday, 9:00 am – 6:00 pm

*Hennessey Unit:* Monday – Friday, 2:30 pm to 6:00 pm

Parents/guardians who do not pick up their child by 6:00 pm will be charged a **late fee of \$5.00 for every 15 minutes** or portion thereof

## **PAYMENTS AND FEES.**

***For any families paying their fees weekly, fees must be paid the Friday before services are rendered. Likewise, monthly payments must be paid by the Friday before the 1<sup>st</sup> of each month.***

Parents are strongly encouraged to enroll in one of the Club's automatic payment methods, however, payments can also be made by cash, check, money order, or credit card at the main Club office at 115 Williams Avenue, East Providence RI 02914. Credit card payments can also be made over the phone.

Cash payments should be made by completing the cash payment envelope at the main office window and depositing the payment into the secure cash payment box. **Due to the Club's strict cash handling procedures, this box is emptied each morning by Club full-time staff and therefore receipts for cash payments will not be available for 24 – 48 hours.** If you would like to request a receipt you can do so the next day after your payment has processed.

**Also, please note there is a \$20.00 fee for any returned check.** Please contact our office, if unforeseen circumstances arise, so that a payment arrangement can be made.

## **ATTENDANCE POLICY**

The Hennessey Scholar Camp program is a 21<sup>st</sup> Century Community Learning Center Program, a federal program administered through the Rhode Island Dept of Education. In order for students to benefit from the 21st Century After School Program, regular and consistent attendance is required. Regular and consistent attendance is defined as attending scheduled days every week unless ill or other unavoidable conflicts.

Once a child is enrolled, attendance will be monitored, and inconsistent or sporadic attendance will be documented and placed in the student's file. The Hennessey Scholar Camp serves a limited number of students. There may be a waiting list for students who qualify for the program. If a student is not going to attend regularly, that "spot" needs to be made available to the students on the waiting list. Research done on 21st CCLC programs indicate that students who attend regularly experience much more academic and behavioral benefits than those whose attendance is irregular

Also, please note that no program fee discount is given for missed days or holidays.

## **EPBGC MEAL PROGRAM**

After school snack is provided free of charge at the Hennessey Scholar Camp program. In addition, for participants who choose to enroll in add-on programs at the Williams Avenue Clubhouse, breakfast (consisting of cereal, nutigrain bars, or a similar cold breakfast) is served from 7:30 – 8:00 am as a part of our before school program and lunch and dinner is included during our vacation and summer camps.

## **HEALTH POLICY**

### **Illness Policy**

Parents will be contacted to pick up their children, as soon as possible, if any of the following conditions exist:

- Fever (temperature of 100 or above)
- Abdominal pain, breathing difficulty, or other pain which is persistent, lasting at least 30 minutes.
- Indications of a contagious disease.
- Other symptoms (i.e. vomiting, diarrhea, rash) which the staff feels warrants such action.

Children may return to the program under the following conditions:

- The child is well enough to attend school.
- Antibiotic treatment has been given for at least 24 hours
- Lesions (chicken pox) have dried and crusted.
- If seen by a doctor and child has been cleared to participate in regular activities.

Parents will be notified in the case of any communicable diseases, such as, Mumps, Measles or Chicken Pox.

## **Emergencies**

Emergency information should be kept up to date. Staff must be able to contact parents in case of an emergency. If changes occur, please notify the Site Coordinator in writing.

In the event of a medical emergency:

1. Call 911
2. Call parents
3. Call emergency contacts if parents cannot be reached

\*Depending on the urgency of the situation, parent may be contacted prior to initiation of EMS (911)

## **Emergencies While on a Field Trip**

If an accident or acute illness occurs while on a field trip, the Trip Coordinator will take charge of the emergency, assess the situation and give first aid, as needed. The method and urgency of transportation for the children to receive medical treatment will be determined by the Trip Coordinator based on the severity of the emergency or illness. If necessary, an ambulance will be called.

The Associate Director, Executive Director or other designated adult, will be contacted by the Trip Coordinator, as soon as possible, and informed of the nature and extent of the injury and the proposed plan of action.

As a preventive measure, prior to departure from the center, the Associate Director, and/or Trip Director will determine appropriate guidelines to be followed during the field trip to insure continuity and safety of the children including:

- A first aid kit will be taken in all vehicles on all field trips
- Emergency information, including contacts and telephone numbers will be taken on all field trips.
- On a field trip, staff must know the location of a telephone or have a working cell phone available.

## **Procedures for Using and Maintaining First Aid Equipment**

Location of first aid kit – Each site will have a first aid kit. Its location will be marked by a red cross on the front of the container. The first aid kits are stored out of the reach of children but easily accessible in case of emergency.

Who maintains the first aid kit? – The first aid kit is kept supplied by the Unit/Site Director. First aid kits will be inspected monthly, but supplies will be replaced as needed. Staff should report missing items to the Unit Director.

Staff certified in first aid and in accordance with the recommended procedures will use all first aid supplies and/or equipment. All staff must be first aid certified within six (6) months of employment. One staff member certified in CPR must be on the premises during all hours of operation.

### Contents of first aid kit

|               |                             |
|---------------|-----------------------------|
| Band-aids     | Disposable non-latex gloves |
| Gauze pads    | Gauze roller bandage        |
| Adhesive tape | Instant cold pack           |
| Compress      | Scissors                    |
| Thermometer   |                             |

## **Medication Policies**

### **Prescription Medication**

- Prescription medication must be brought to the program in its original container and include the child's name, the name of the medication, the dosage, the number of times per and the number of days the medication is to be administered. This prescription label will be accepted as the written authorization of the physician.
- The Club will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician.
- The parent must provide written authorization for the Club to administer any medication.

### **Non-prescription Medication**

- Non-prescription medication will be given only with the written consent of the child's physician. The Club will accept a signed statement from the physician listing the medication(s), the dosage, and criteria for its administration.
- Along with the written consent of the physician, the Club will also need written parental authorization.

### **All Medications**

- The first dosage must be administered by the parent at home in case of an allergic reaction.
- All medications must be given to the Unit Coordinator directly by the parent.
- All medications will be sorted out of reach of the children. All medications that are considered "controlled substances" must be locked and kept out of reach of children.
- The Unit Director will be responsible for the administration of medication. In his/her absence, the Associate Director will be responsible.
- The Club will maintain a written record of the administration of any medication which will include the child's name, the time and date of each administration. This completed record will become part of the child's file.
- All unused medication will be returned to the parent.

### **Allergies**

- Allergies should be identified by the parent on the registration form so that known allergens can be avoided.
- An allergic child may be removed from the environment causing the allergic reaction or the allergen is taken out of the child's space, as appropriate to the situation.
- Food allergies are noted to the appropriate staff and a special diet may be posted for the child.

### **Injury Prevention**

- The Site Coordinator/Program Director will make a daily safety check of the Club/sites to ensure the removal and/or repair of potentially hazardous items or conditions.
- All toxic and hazardous substances are disposed of immediately or kept in locked closets out of reach of the children.
- No smoking is allowed on the premises.
- An injury report for any incident which represents first aid or emergency care will be maintained in the child's file. The injury report includes the name of the child, date, time and location of the accident or injury, description of injury and how it occurred, name(s) of witness(es), name(s) of person(s) who administered first aid, and the first aid required. Staff should use the Injury Report form to record the above information. Staff should submit the completed form the Program Director for review.

- Once the Program Director has reviewed the injury report form and has signed it, it should be given to the parent. The parent should be allowed to review it, sign it and then be given a copy.
- Only staff who have a current First Aid certification will be allowed to administer first aid, no matter how minor the injury.

### Injury Reports

- Injury reports must be filled out within 24 hours, a copy placed in the child's file and a copy given to the parents. The injury is then written in the injury log.
- Parents are notified immediately if any injury requires emergency care. An accident report must be filled out for any injuries involving the head or neck.

### Managing Infectious Diseases

Staff will take extra special precautions when children who are ill are diagnosed at the Club and when children who are mildly ill remain at the Club.

Children who exhibit symptoms of the following types of infectious diseases, such as, gastrointestinal, respiratory, and skin or direct contact with infections may be excluded from the Club if it is determined that any of the following exist:

- The illness prevents the child from participating in the program activities or from resting comfortably.
- The illness results in greater care need than the child care staff can provide without compromising the health and safety of the other children.
- The child has any of the following conditions, fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness
- Diarrhea
- Vomiting two or more times in the previous 24 hours at home or once at the Club.
- Mouth sores unless the physician states that the child is non-infectious.
- Rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease.
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow discharge, often with matted eyelids) until examined by a physician and approved for re-admission with or without treatment
- Tuberculosis until the child is non-infectious.
- Impetigo until 24 hours after treatment has started or all the sores are covered.
- Head lice until free of all nits.
- Scabies until free of all mites.
- Strep infection until 24 hours after treatment and the child has been without fever for 24 hours.
- Chicken pox until the last blister has healed over.

## **CHILD SAFETY POLICIES**

### **The Safety and Wellbeing of Young People is Our Number One Priority**

We work every day to create a safe, fun environment so kids can have every opportunity to be successful in life. We have ZERO tolerance for inappropriate behavior of any kind, including child sexual abuse or misconduct, and we put resources behind that stance.

**Safety Policies:** The Boys & Girls Club of East Providence has comprehensive safety policies in place that protect youth – including, but not limited to, supervision, transportation,

communication and prohibiting private one-on-one contact.

**24-hour Toll-free Child Safety Hotline:** We encourage all staff, members and families to report any incident or situation they feel is unsafe. Through our national partnership with [Praesidium](#), one of the nation's leading safety experts, EPBGC members and staff have access to a confidential 24-hour toll-free Child Safety Hotline, [866-607-SAFE \(7233\)](tel:866-607-SAFE) or email [SafeClub@Praesidiuminc.com](mailto:SafeClub@Praesidiuminc.com).

**Mandatory Background Checks:** Mandatory criminal background checks are required every year for every staff and board member at the Boys & Girls Club of East Providence. In addition, criminal background checks are required for any volunteer who has direct contact with children.

**Required Immediate Reporting:** The Boys & Girls Club of East Providence staff and volunteers are all mandated reporters. We are required to report any critical incident/safety concern to local authorities immediately. We are also required to report any critical incident to Boys & Girls Clubs of America within 24 hours.

**Mandatory Annual Safety Assessments:** We complete a safety assessment each year to ensure we continually make improvements to safety at our organization.

**Safety Trainings:** Ongoing training and supervision of staff is critical. We participate in a wide variety of child safety training conducted such as staff trainings, conferences, and online courses. We also engage leading third-party safety experts to provide guidance for our policies and approaches, including Praesidium, the National Center for Missing & Exploited Children, and the National Children's Advocacy Center.

**Safety Committee:** The Boys & Girls Club has a dedicated safety committee to provide input and guidance on local policies and safety strategies. Led by a member of our Board of Directors and including outside volunteers, the committee works to ensure all elements of our operations place child safety first.

**Mandatory Employee Reference:** Any employee interested in moving to another Boys & Girls Club is required to have a reference from the previous Club, even if the Clubs are within the same community.

**State and Local Laws:** We comply with federal, state and local safety laws, including those impacting facilities and vehicles.

**Safety Partnerships:** Nationally, Boys & Girls Clubs of America works with leading experts in the areas of safety, security and technology to develop state-of-the-art solutions for Clubs. Partners include:

- National Child Safety Advisory Task Force made up of leading experts and organizations
- Blue Ribbon Taskforce comprised of local Club leaders charged with providing input on the safety direction and key safety initiatives
- Mental Health First Aid, a national program that teaches skills to recognize and respond to signs of mental illness and substance abuse
- Crisis Text Line, a confidential text message service for youth in times of crisis

[Procedure for Identifying and Reporting Child Abuse/Neglect while in the care of the Club.](#)

It is the Club's commitment to protect all children in care from abuse and neglect. The following are procedures for reporting suspected child abuse/neglect while they child is in the Club's care.

- Any report of suspected abuse or neglect of a child will be immediately reported to the Department of Children, Youth & Families as well as the Boys & Girls Clubs of America and the Boys & Girls Club of East Providence's Safety Committee. Local law enforcement will also be contacted if applicable.
- A meeting will be held with the staff member in question to inform him/her of the filed report.
- The staff member in question will be immediately suspended from the program with pay pending the outcome of the DCYF, local law enforcement and/or Boys & Girls Club investigations.
- If the allegations of abuse and neglect are substantiated, the employee will be immediately terminated.

## **SCHOOL CANCELLATIONS/EARLY RELEASE**

As the Hennessey Scholar Camp is a school-based program, **the program will be cancelled anytime schools in East Providence are closed.** This includes early releases from school, when the program will not operate.

**Closing Notifications:** All official announcements regarding the Boys & Girls Club of East Providence will be made through the Rhode Island Broadcasters Association, which shares this information with all local media outlets. Additionally, we will send a text alert to all families who have signed up for our Remind Text Alert service. **Please refer to these sources for updated information – during a weather emergency, it is often difficult for us to answer the volume of parent calls asking about our schedule, therefore calling the Club may not provide the most updated information.**

**Due to our already-discounted fees, there will be NO REFUNDS based on weather-related closings.**

## **SIGN-IN & SIGN-OUT**

### **Sign-In Procedures**

Before School Care (Williams Avenue Add-On Program):

Childcare regulations specify that all parents should escort their child into the building and sign them into the program.

After School Care:

All children participating in Club programs will be checked into the program by the front desk attendant or a lead Club staff member.

## **Sign-Out Procedures**

### Child Care Participants:

Club policies allow us to release children only to 1) The parent/guardian, or 2) an individual who has been authorized, in writing, by the parent/guardian to pick up the child, and whose identity can be verified by a photo ID. If children are being picked up by an authorized adult other than a parent, the EPBGC also requires that the parent/guardian call the Club to inform us of this authorized pick up.

Parents/guardians who have a protective or no contact order against any individual shall notify and provide a copy to child care staff. If the person upon whom the order has been placed attempts to remove a child from the program, we will call the East Providence Police Department and notify you as soon as possible.

Program participants are considered to be released from our custody when a parent/guardian or authorized adult signs them out of the program on our sign out sheet.

## **TRANSPORTATION**

Transportation to and/or from field trips or other activities and/or add-on before school childcare is provided by the Boys & Girls Club vans, East Providence School Dept. busses, and/or contracted transportation companies. Children are not permitted to ride in private vehicles.

### Club-Owned Transportation

#### Licensing

The Club conducts a driving record background check for all potential Club drivers.

If said check is clear, and the driver does not already have a commercial license (CDL or chauffeurs), the employee then applies to receive a chauffeur's license, which is the minimum commercial endorsement required to operate a Club van.

#### Operations Policies

- Club vehicles transporting children must follow all Rhode Island laws for public carriers, including having an annual inspection at a State facility and having mandated safety equipment in the vehicle at all times.
- Before operating any Club vehicle, drivers must do a vehicle safety check.
- Drivers are prohibited from fueling the vehicle while children are in the vehicle.

Drivers are prohibited from using cell phones while operating Club vans or busses, including for navigational purposes. If you read this sentence, please see the office for a prize (offer valid one time per family).

- Drivers and/or bus monitors must take attendance of riders as they enter the vehicle. Appropriate lists will be provided to the drivers by program staff.
- No child under the age of twelve may ride in the front passenger seat of any Club vehicle. Children ages 12-14 need parental permission to do so.

## Safety Regulations for Children

- Seat belts must be worn tightly when the van is in motion. No child is to unbuckle their seat belt or anyone else's seatbelt until the vehicle has stopped.
- No food, drinks or gum chewing on the van or busses.
- No shouting or swearing
- No horseplay, such as, throwing things, hitting, pushing, etc.
- Children must be seated at all times when on the van or bus.

## **TOYS FROM HOME & LOST AND FOUND POLICIES**

Please note that the Boys & Girls Club of East Providence is not responsible for the loss, theft, or breakage of any items brought from home.

Each EPBGC location maintains a Lost & Found at the office in the event that your child has misplaced an item. Found items are kept for TWO WEEKS after which time they are donated to charity. Prior to items being donated, we will make every effort to determine the owners of found items. Please label your children's items, especially coats, hats, gloves, swim suits, and towels, so that we may return misplaced items easily to their proper owners.

## **BOYS & GIRLS CLUB OF EAST PROVIDENCE RULES & REGULATIONS**

At the Boys & Girls Club of East Providence, the safety of our members is our primary concern.

Therefore, we have the following rules and regulations in place:

- DO show respect for staff and other children at all times.
- DO follow the rules of play listed for each activity in the games room.
- NO hitting, pushing, shoving, kicking or any other type of contact is allowed between children.
- NO throwing of anything, except balls or other sports equipment during organized games.
- NO swearing.
- NO eating in the games room or gym.
- NO gum chewing.
- NO running in the building, except during structured athletic activities.
- NO weapons of any kind are allowed at the Club. Violation of this policy is grounds for immediate expulsion.
- NO tobacco, alcohol, or other drugs are allowed at the Club. Violation of this policy is grounds for immediate expulsion.

### **GUIDANCE AND DISCIPLINE**

One of the major objectives of the Boys & Girls Club of East Providence is to help children grow into responsible individuals. In cooperation with home, school and community, we can best fulfill our role in this area by providing a constructive daily program that emphasizes honesty, respect and responsibility.

Since we are a guidance-oriented agency, we will always take time to talk to a child with deficient behavior. Many times, all we need to do is talk with a child to mediate a disagreement or correct misconduct. However, if our normal remedial actions have no effect and the misbehavior continues, the following discipline procedure goes into effect.

### **Level 1**

Staff talks to child emphasizing positive behavior, conduct and sportsmanship, and outlines why child is being spoken to.

### **Level 2**

Staff reviews Level 1 and gives child verbal warning.

### **Level 3**

Staff again reviews Level 1, but also verbally notifies parent/guardian of misbehavior.

### **Level 4**

Written notification to parent/guardian requesting conference to address the child's misbehavior.

### **Level 5**

A conference with parent/guardian and possibility of suspension.

If there is a serious, ongoing problem with a child, including but not limited to engaging in a physical altercation with another member or a member of the staff, EPBGC staff reserves the right to immediately suspend him/her, with a follow up conference at a later date.

## **Removal from Program**

Children are entitled to a pleasant and harmonious environment at the EPBGC program. Our program cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as a verbal or physical activity, which may include, but is not limited to behavior that:

- Requires constant attention from staff
- Inflicts physical or emotional harm on self, other children or staff
- Threatens the safety of others through actions prohibited under School guidelines
- Ignores or repeatedly disobeys the rules which guide behavior during the school day and program time, thereby endangering self and others or disrupting learning.

If a child cannot adjust to the program setting and behave appropriately, then the child may be discharged from the EPBGC programs. This includes problems that escalate beyond Level Five, outlined above, as well in the event of situations including but not limited to bringing weapons or drugs onto Club property, threatening serious harm to other children or Club staff, and threatening serious damage to Club property.

# BULLYING POLICY

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

There are three main types of bullying:

- **Verbal bullying** is saying or writing mean things. Verbal bullying includes:
  - Teasing
  - Name-calling
  - Inappropriate sexual comments
  - Taunting
  - Threatening to cause harm
- **Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
  - Leaving someone out on purpose
  - Telling other children not to be friends with someone
  - Spreading rumors about someone
  - Embarrassing someone in public
- **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes:
  - Hitting/kicking/pinching
  - Spitting
  - Tripping/pushing
  - Taking or breaking someone's things
  - Making mean or rude hand gestures

The Boys & Girls Club of East Providence has adopted the following bullying policy, separate from our discipline policy outlined above.

1. The first time a child acts as a bully, they will be given a verbal warning by Club staff. The unit director will be informed of the situation, and the parent will be advised that a verbal warning has been issued.

2. The second time a child acts as a bully, they will be sent to the office. S/he will be given a written warning by the unit director and will be punished either by sitting in time out in the office or by doing some community service acts at the Club. The unit director will contact both the victim and the accused bully's parents/guardians by phone to discuss the situation. A behavior action plan will be discussed with the bully's parents.

3. The third time a child acts as a bully, they will be sent home from our center immediately. They can return the following day provided that the family meets with the unit director or executive director to discuss the ongoing behavior issue. The family of the victim will also be contacted again.

4. In the event of further acts of bullying, serious disciplinary action will be taken, up to and including removal from the Hennessey Scholar Camp Program.