



**BOYS & GIRLS CLUB**  
OF EAST PROVIDENCE

**Boys & Girls Club  
Of East Providence**  
115 Williams Avenue  
East Providence, RI 02914  
Tel 401-434-6776  
Fax 401-431-1106  
[www.epbgc.org](http://www.epbgc.org)

## **WELCOME!**

Welcome to the 2025 KinderLaunch! We at the Boys & Girls Club of East Providence could not be more pleased that you have chosen us to meet your child's pre-k needs and we are looking forward to an incredible summer of memories.

The following KinderLaunch Parent Handbook is designed to give you an overview of the rules and regulations, as well as providing you information on our Kinderlaunch policies. There is one form for your signature at the end of the packet – an acknowledgement that you received and reviewed it.

If you have any questions or concerns at any point in the summer, please do not hesitate to contact me or our camp staff.

Best wishes for a happy and healthy summer!

Erin Gilliatt  
Executive Director

## **KinderLaunch Policies**

Updated March 1, 2025

The **ADA** (American Disability Act) requires that **childcare** providers not discriminate against persons with **disabilities** on the basis of **disability**, that is, that they provide **children** and parents with **disabilities** with an equal opportunity to participate in the **childcare** center's programs and services.

### **REGISTRATION**

Children who are going into kindergarten will spend their days at Oldham school for our KinderLaunch program, which runs for three 2-week sessions from July 7-August 15. There will be limited availability, so register early. All registration materials must be completed **no later than** the Wednesday prior to the session your child will be attending.

You are responsible for payment of all weeks you have **registered** for, even if the child does not attend KinderLaunch. If you need to disenroll your child, you must do so in writing no later than 5PM on the Tuesday prior to the beginning of the two-week session. Written notification must be sent via email to [awheeler@epbgc.org](mailto:awheeler@epbgc.org). If you fail to notify us in writing as outlined above, you will not receive a refund.

All children enrolled in KinderLaunch must be members of the Boys & Girls Club of East Providence. The membership fee is \$20.00 per year and must be paid at the time of camp registration, unless your child is a current member. If your child's membership expires during the summer, you will need to renew membership for them to continue in the KinderLaunch program. Payment for the first two-week KinderLaunch session must also be paid at the time of registration, regardless, of whether the child is in our childcare program.

If you have any questions about registration, please contact our office at 434-6776 x101.

### **HOURS OF OPERATION**

Kinder Launch program will run from 9:00am-2:30pm. We are not currently offering before and after care, but we may be depending on the need. If you need it, please indicate it on your registration form.

Parents/guardians who do not pick up their child by their designated time, 2:30pm will be charged a **late fee of \$5.00 for the first 15 minutes and \$1 for every minute after that per child**. If for some reason you are unexpectedly delayed and you call to let us know, this late fee may be waived.

### **PAYMENTS AND FEES**

Rates are determined by a sliding scale based on family size and income. They range from \$325-\$475 per session. Please see our rate chart to determine your rate. Rates are on a per session basis. We do not offer daily rates. You will be charged the session rate regardless of the number of days your child attends during the week. **No discount will be given for days closed due to holidays, weather, or other circumstances beyond the control of the Boys & Girls Club of East Providence.**

The fee must be paid the Wednesday before services are rendered. We will collect your credit card information at the time of registration. This card will be charged your session amount on the Wednesday before the session. If the charge is declined, then an attempt will be made by our office staff to contact you to receive payment. If we do not receive payment by Thursday at noon, your registration for that session will be cancelled and your spot will be filled with someone on our waiting list.

We accept Child Care Assistance Program (CCAP) certificate numbers from the State of RI Department of Human Services (DHS). A valid certificate number must be provided at the time of registration. CCAP will inform both the Boys & Girls Club and you by mail of enrollment and of any parent co-pay that is due to the Boys & Girls Club. Co-pays are due the Wednesday before the session your child is registered for. If your child's eligibility is closed, you will be responsible for the appropriate weekly fee for any weeks that your child is registered for while their eligibility is closed. If you do not wish for your child to attend Camp during the time that eligibility is closed, please follow the above procedure to withdraw your child from camp.

### **REFUND POLICY**

Refunds will not be made if a child has not been disenrolled following the disenrollment procedure in the registration section above. The only exception to this policy is in the event of a medical condition that requires the child to not be at camp for an entire session. A note from a doctor clearly stating the dates that the child must be absent from camp must be provided in order to receive a refund. Please note that if your child attends at least one day during the session, no refund will be made for that session regardless of medical condition or a doctor's note. A \$20 administrative fee will be deducted from any refunds issued.

### **Illness Policy**

Parents will be contacted to pick up their children, **within 30 minutes**, 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:

- Children must be symptom free and fever free without the use of fever reducing medications for 24 hours before returning to the program
- Antibiotic treatment has been given for at least 24 hours.
- Lesions (chicken pox) have dried and crusted.
- If seen by a doctor and has a note that the child has been cleared to participate in regular activities.

Parents will be notified in the case of any communicable disease 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 membership secretary in writing or via email at [awheeler@epbgc.org](mailto:awheeler@epbgc.org)

- Call 911

- Call parents

- Call emergency contacts if the parents cannot be reached

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

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

Location of first aid kit - Each room 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 months of employment. One staff member certified in CPR must be on the premises during all hours of operation.

## **ABSENCES**

As a parent, it is your responsibility to notify us if your child will not be attending KinderLaunch for any reason. The safety of the children in our care is our paramount concern, so if your child is absent and we have not received a call from you, we may contact you to check on their status.

## **MEDICINE**

Prescription medication cannot be administered to your child without a written order from a licensed physician. Medicine in its original container from the pharmacy is acceptable, provided it contains the child's name, medication, time, and dosage to be given.

Non-prescription medications cannot be administered to your child for any reason.

Whenever possible, medications should be given at home. Parents/guardians must give any medications to a Boys & Girls Club Director. Do not send it in with your child.

## **TOILET TRAINED**

- EPBGC requires all children attending KinderLaunch to be toilet trained.
- Children must be able to communicate their need to use the bathroom.
- Children must show independence in toileting.

## **SUNSCREEN**

- Parents must apply sunscreen before a child arrives at the program.
- EPBGC staff are prohibited from applying sunscreen to any child.
- Per Rhode Island Department of Human Services regulations, aerosol sunscreen is not allowed in the preschool.
- EPBGC is not liable for any allergic or adverse skin reactions associated with the application of sunscreen.

## **CAMP-WIDE NOTICES**

In the unlikely event of a widespread medical or other problem, written notifications will be sent home to every family within 24 hours. These notices will be given to children to bring home, so please be sure to check your child's backpack daily.

If your child is absent when such a notice is delivered, we will make every effort to contact you by phone to inform you of the problem.

Notices will also be posted on Class Dojo so please be sure to sign up for Class Dojo at the beginning of the summer.

## **LUNCH**

We will be providing lunch for all campers free of charge. Lunches will include a sandwich, milk, juice, and a small snack. A menu will be distributed. If you do not wish to have your child receive a lunch, please let us know and be sure to follow the following lunch policies:

Children, who do not want the lunch we provide, should bring a **COLD** lunch from home each day. We have no means to heat up lunches, so **ALL** lunches will be served cold. Also, please be sure that your child has plastic utensils if they need them.

## **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:

- **NO** hitting, pushing, shoving, kicking or any other type of contact is allowed between members.
- **NO** throwing of anything, except balls or other sports equipment during games.
- **NO** swearing!
- **NO** hot lunches – we do not have a way to heat up lunches, so ALL lunches will be served cold.
- **NO** eating outside of scheduled mealtimes.
- **NO** cell phones and other electronic devices are allowed.
- **NO** gum chewing.
- **NO** games of man hunt or hide and seek are allowed.
- **DO** show respect for others. **(Staff and Campers)**
- **DO** stay with your group at all times.
- **DO** send your child with adequate drinks each day.
- **DO** send your child with sneakers every day, so that they can fully participate in all activities.
- **DO** label all items with child's initials, so we can return lost items.
- **DO** make sure your child is dressed for the weather.

## **What to Leave at Home**

Children will not need cell phones, radios or other music players, electronic games or pets. Items of significant value should stay at home.

Tobacco, alcohol, illegal drugs, fireworks, firearms, and weapons of any kind are prohibited at camp.

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

If your child has misplaced an item, the staff maintains a Lost & Found at the office. To help camp staff in returning found items to their rightful owners, please put your child's name on backpacks, lunch boxes, etc. Lost & Found from Camp Crosby will be brought back to Williams Ave on Friday afternoon. All Lost & Found items will be kept for **TWO WEEKS**, after which time they are donated to charity.

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

**Cell phones will not be allowed. If you need to reach your child while at camp you can call 401-430-5812 or our main office at 401-434-6776.**

## **GUIDANCE AND DISCIPLINE**

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 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.

In addition, specific spaces may have established group norms and rules that pertain to their specific programs.

## **BEHAVIOR SUPPORT**

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.

Behavior support begins with safety. When people do not feel physically and emotionally safe they may react to experiences from a place of survival (fear) rather than logic. Often this can lead them to make reactive decisions that are motivated by strong emotions, rather than behavior choices that are safe, healthy, and build relationships.

Behavior is an observable action and form of communication; behavior support is a process of understanding what youth are communicating with their actions and using that information to adjust their environment and teach skills that promote positive behavior.

### **The 5 Guiding Principles of Behavior Support**

- All behavior is communication.
- All youth are in the process are learning about their own behavior. As youth learn to meet expectations they will often act in ways that are challenging or concerning.
- People interpret behavior based on culture, upbringing and experience.
- Behavior is an opportunity to learn how youth respond to their environments, and the skills they are working on in those spaces.
- Behavior support is a team approach that should include the youth, parents, mentors, elders, or other caregivers, and supportive adults in the youth's life.

### **At the Boys & Girls Club of East Providence**

#### **Positive Behavior Support:**

- Understands that youth do well if they can, not if they want to
- Takes into account equity and cultural differences
- Understands individual youth needs (i.e. responds to individual differences among youth with insight and sensitivity), providing reasonable accommodations when able
- Is explicit, reasonable and timely
- Is logical, consistent, developmentally appropriate, and considerate of the circumstances
- Relies primarily on supportive environments, staff relationships, and positive youth development as prevention
- Ensures parent and youth voice in the creation of management plans
- Increases the youth's awareness of the impact of their behavior and provides an opportunity to take full responsibility for it
- Builds a sense of community and its capacity for resolving conflict and maintaining a positive culture
- Teaches youth responsibility, regulation, and how to solve their own problems



- Tries to get at the root of the need behind the behavior
- Utilizes Trauma Informed Care by prioritizing: Physical and emotional safety, stability and predictability, equity, empowerment and choice, and connecting with the positive adult mentor
- Recognizes that staff and Clubs need to examine, with a TIC lens, our environments, expectations, and communication to ensure we are truly setting our youth up for success

**Club behavior support and response procedures take into consideration:**

- Impact on the youth expressing behavior (loss of dignity, extreme emotional duress, threat of harm to self)
- Impact on others (physical harm, emotional harm, loss of property)
- Impact on the program (loss of ability to run programs, maintain safe and positive culture)
- Duration
- Frequency
- Age and developmental level of youth
- Individual circumstances
- Does the youth have a documented disability that impacts their behaviors or responses
- The Club's ability to provide reasonable accommodations
- The experience of the individual youth, including ACEs, as well as their strengths
- The experience of the larger Club community

**Behavior responses or practices that are never acceptable at the Club:**

- Restraint and seclusion
- Withholding of basic needs (food, water, bathroom use)
- Any form of physical punishment, including push-ups or running laps
- Verbal abuse (berating, taunting, name-calling)
- Emotional Abuse (belittling, threatening, shaming)

**Levels of Behavior Response**

**Level 1**

Minor behaviors with low impact to Club community, including running in the hallway during transitions, minor verbal conflicts, arguments over toys, not respecting personal space, not using supplies as intended, etc.

Consequences will be led by program staff and may include reminders and redirection, re-teaching expectations, written or verbal apology, temporary loss of privileges, or similar minor behavior corrections.

### **Level 2**

Moderate impact on the Club community. Behavior has potential to cause emotional or physical harm, property damage or disruption of the Club environment if continued. Examples include pushing someone in line, throwing items, ripping up someone's artwork, disrupting program activities, refusing to follow staff member's reasonable requests.

Consequences are led by site directors in consultation with leadership staff, and may include restorative practice strategies, logical loss of privilege, developmentally appropriate logical consequence, potential parent conference or phone call.

### **Level 3**

Major impact on the Club environment, behavior causes physical or emotional harm, property damage and/or provides a major disruption to the Club environment. Examples include intentional physical aggression (hitting, biting, kicking, etc), running away/elopeing outside the current program space without staff permission, stealing, serious threats of harm to others, technology misuse (intentionally searching inappropriate topics), strong emotional response (kicking, yelling, emotional distress) that cannot be resolved or redirected by staff, causes major program disruption.

Consequences will be decided in consultation with club administrative staff and may include: immediate pick up by parent/guardian, suspension, expulsion, and loss of Club privileges.

### **Level 4**

Behavior is very dangerous, illegal, has the potential to cause very serious threat of harm to self or others, and/or potential to cause major property loss. Examples include: possession of a weapon, use of a weapon and weaponized object that has the potential for serious harm; use or possession of alcohol or drugs, physical aggression that results in medical treatment, arson, intentionally touching someone else's genitals/genital area, running away to a dangerous area (off the bounds of the property, into a street, etc).

Consequences will always include input from senior Club leadership and will include suspension or expulsion. As appropriate, Club staff will also engage with emergency services for assistance with these behaviors.

Incident report will be written and given to parents to review and sign for all behaviors that are at level 2 or above. Parents are required to sign the incident report. Signature will provide proof that the parent was notified of the incident. If a parent disagrees with what happened on the incident report, they can make a note on the form and the Childcare/Site Director or their supervisor will review the issue, however the parent must still sign the incident report. If the parent refuses to sign the incident report their child will not be allowed back into the program until the report is signed and a conference with the Childcare/Site Director is held.

### **BULLYING POLICY**

Examples of bullying behavior include:

- Punching, shoving and other acts that hurt people physically
- Spreading rumors about people
- Keeping certain people out of a group
- Teasing
- Getting certain people to gang up on others
- Making negative comments about someone's appearance

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 sent to the office. S/he will be given a written warning by the unit director and as a consequence will either sit in time out in the office or by doing some community service acts at the Club. The site director will contact both the victim and the accused bully's parents/guardians by phone to discuss the situation.
2. The second time a child acts as a bully, the child will be sent home from the Club for the day and will not be able to return until a behavior contract is drafted and signed by their parents and the staff.
3. If the behavior contract is violated by future acts of bullying, the child will be expelled from our program.

### **HATE SPEECH POLICY**

The Boys & Girls Club of East Providence has a zero-tolerance policy for hate speech, definite organizationally as any form of expression through which speakers intend to vilify, humiliate, or incite hatred against a group or a class of

persons on the basis of race, religion, skin color sexual identity, gender identity, ethnicity, disability, or national origin.

If a youth member of the Boys & Girls Club of East Providence is reported to have used hate speech directed to any club members, staff or volunteers, said individual will be placed on immediate in-house suspension pending an investigation into the matter. Following the investigation, the matter will be referred to a review committee, which will be comprised of five staff members, including 1 -2 members of the Club's senior leadership team; 1 – 2 program or site directors; and 1 youth development professional or administrative professional. If the review committee is unable to meet on the same day of the incident, due to the timing of the event, then the member will be suspended the next program day pending the completion of the review.

If this review committee finds evidence that hate speech was used, the member must be picked up immediately and then serve a two-day suspension from Club activities. When they return to the programs, they will do so on a behavior contract thus that future incidents of hate speech will result in immediate expulsion.

### **QUICK REFERENCE SHEET**

#### **KinderLaunch Address & Phone Number**

Oldham School  
60 Bart Drive  
Riverside, RI 02915  
(401) 430-5812

#### **Main Office Address & Phone Number**

Boys & Girls Club of East Providence  
115 Williams Avenue  
East Providence, RI 02914  
(401) 434-6776

#### **KinderLaunch Holidays**

Monday, August 11<sup>th</sup> (Victory Day)

After School Care is a separate registration process from KinderLaunch. After School Care is not guaranteed. For more information on our After School program, please call the main office at 401-434-6776