



**BOYS & GIRLS CLUB
OF GREATER WESTFIELD**

Boys & Girls Club of Greater Westfield Staff/Parent Handbook

Welcome to the Boys & Girls Club of Greater Westfield. This handbook will give you information about Kidz Klub & General Membership programs and policies.

Dear Families,

The safety of young people at the Boys and Girls Club of Greater Westfield is always our top priority. Youth who are mentally and physically safe are better able to learn, grow, and thrive. Boys & Girls Clubs of America works continuously to enhance safety policies, practices, and trainings to ensure they are centered on youth's needs. Here are some of our policies for the protection of youth:

Background Checks: The Boys and Girls Club of Greater Westfield conducts criminal background checks of all employees, volunteers, and board members.

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

Prohibiting One-on-One Contact: The Boys and Girls Club of Greater Westfield prohibits all one-on-one interactions between Club members and staff and volunteers (including board members). This applies to all interaction, including electronic communication.

Required Immediate Reporting: The Boys & Girls Club of Greater Westfield 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.

Supervision: All Club activities and program spaces are always under continuous supervision by adult staff. The Boys and Girls Club of

Greater Westfield staffs the main entrances as kids check in and out. We kindly ask parents to please wait at the front desk while we call for your child to come down!

Technology Acceptable Use: Club devices and personally owned devices are permitted for use during approved Club times and in approved locations. The Club prohibits the use of devices in locker rooms, restrooms, and other areas where there is an expectation of privacy. Staff are not responsible for the security and condition of the member's personal device. Any cyberbullying that disrupts the safety and/or well-being of the Club, Club members, Club staff or community is subject to disciplinary action.

WEH Aquatics: The Boys & Girls Club of Greater Westfield ensures aquatics safety on site, as well as field trips. On site, WBGC will always have one certified adult lifeguard on deck during swimming. Young people must pass the deep end test to swim in the deep end. Off Site, WBGC will always have at least one lifeguard on trips that involve swimming.

Safety Trainings: Ongoing training and supervision of staff is critical. We participate in a wide variety of child safety training each year. We also engage leading third-party safety experts to provide guidance for our policies and procedures.

Safety Committee: The Boys & Girls Club of Greater Westfield has a dedicated safety committee to provide input and guidance on local policies and safety strategies.

You can review our safety & Technology policies in full at

www.bgcwestfield.org.

Some of these policies and procedures are highlighted in more detail within this handbook.

Thank you,

Kellie J. Brown
Chief Operating Officer

History

The Boys & Girls Club of Greater Westfield is an affiliate of Boys & Girls Clubs of America, a national organization based in Atlanta, which is nearly 140 years old. The Westfield Club was chartered on September 23, 1970. It was designed to further the social, educational and character development of boys, irrespective of race, color, or creed. Since that time the Club has grown from its original 1,295 square foot building for boys only, to provide full-time programming for girls in 1985, and in 1991 the Club moved to its 31,000 square foot facility. In 2011 we added an additional 10,000 square feet to accommodate our licensed childcare program then again in 2021 added an additional 15,000 square feet to accommodate our group and school age license childcare program along with the establishment of our pre-school program.

Mission

The mission of the Boys & Girls Club is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

*We also support the physical, intellectual, emotional, and social development of youth, with special concern for the disadvantaged, without discrimination. The Club helps youth reach their full potential to develop the qualities needed to become responsible citizens and leaders ... we serve as a vigorous advocate for their needs. Many youths see the Club as their "home away from home." **This is found later in the document, but I added it here as well.***

The Boys & Girls Club of Greater Westfield, Inc. will serve as a spokesman and advocate for youth and will provide programs and services built on member and community involvement, which are responsive to local needs.

Programs

The Club offers a wide range of programs to youth ages 2.9-18:

- *Pre-School & School-Age Childcare Program* - an Early Education and Care -licensed program for youth ages 2.9 to 12. The program takes place at the Boys & Girls Club at 28 West Silver Street. It operates year-round, including a summer program. Cost varies per age please see the FEES on page 12. If there is a full snow day you will be charged the additional fee to your regular week.
- You must complete the Child/rens packet of information according to EEC guidelines before the child can attend the program including any medical forms that may be necessary for your child to attend such as administering any medications, epi-pens & Inhalers
- *General Membership Programs* -programs for youth aged 7th Grade to 12th Grade at the Club at 28 West Silver Street. Yearly membership fee is \$50.00.

Overview of the Boys & Girls Club Afterschool Childcare Program Program Purpose

The Boys & Girls Club's Afterschool Program is for all families. It provides parents with a safe and enriching environment for their children. The Program is run by trained group leaders as well as Lead Teachers who design and implement a wide range of activities which consider children's ages, maturity, and physical capabilities.

Children are given the opportunity to participate in all areas of the Club. They are also encouraged to interact in a positive way with each other and with the staff.

The After-school programs conform to The Boys & Girls Clubs of America Program Basics which are as follows:

Core Beliefs

The Club provides:

- a safe place to learn and grow.
- ongoing relationships with caring, adult professionals.
- life enhancing programs and character development experiences.
- hope and opportunity.

We hope to create:

- a sense of belonging
- a sense of usefulness
- a sense of competence
- a sense of power and/or influence

Core program areas:

We provide programs in the following areas:

- character and leadership development
- education and career development
- health and life skills
- the arts
- sports, fitness, and recreation

Boys & Girls Club of Greater Westfield Afterschool Childcare Program Administration

Licensee - The Boys & Girls Club of Greater Westfield designates Kellie Brown; Chief Operating Officer, as the Licensee has overall responsibility for the operation of the program and is authorized to act as the Club's agent.

On-Site Director - The Boys & Girls Club of Greater Westfield designates *Charisse Balicki* as the Program's *On-Site Director*. She oversees the Administrative Supervision of the School-Age Child Care Program under the direction of, *Kellie Brown*. The Boys & Girls Club of Greater Westfield designates *Alexa London* as our Pre-School/ K-1 School Age Director under the supervision of Kellie Brown. A site-coordinator is usually present during program operation. However, in the event of an emergency or vacations *Trudy Mazza*, *Ashley Mieh*m, *AJ Kriha*, or *Lerryn Godden* will be acting site- coordinator. They will oversee Kidz Klub programming.

Administrative Plan - The Boys & Girls Club operates an after school Licensed Childcare Program with a ratio of 1 staff member to 13 youth for grades K-8. Youth range in age from 5-12. Youth are divided into groups according to grade. The After school Childcare Program hires Group Leaders. The Program also relies on support staff to provide a variety of activities, including Arts & Crafts, Homework Assistance, Computer activities. The Club encourages outside specialists, to become involved in various programs.

Kellie Brown, the Chief Operating Officer/Licensee and Charisse Balicki, Group and School Age Director and Alexa London, Pre-School Director manage the children's records. These are kept in a file

cabinet. They are also recorded in our Membership Tracking Program which is all computerized. Bo Sullivan, CEO and Lerryn Godden, Financial Director oversee the organizations financial records. All records are kept strictly confidential.

Administration, training, and staff meetings are held in the mornings or evenings when children are not present.

Full Time Staff meetings are held at least twice a month.

1-2 hours is required monthly from all employees of the licensed childcare program for staff meetings.

Background Records Check Policy:

Prospective Employees

- The Licensee must assure that a BRC for each new employee over 15 years of age, has been completed prior to offering conditional employment.
- The candidate must submit a signed Pre-Consent Guidance for EEC BRC Form and an EEC background Record Check: Candidate Consent Form issued by EEC along with a photo ID.
- The Licensee/ Reviewer will submit the Candidate Consent form to the BRC Portal.
- The Licensee/Reviewer will be notified through the BRC Portal if the results are no record/no finding SUITABLE. If there are findings, the Licensee/Reviewer will be notified that the candidate is unsuitable for hire.
- The employer CANNOT hire a candidate without a provisional or suitable finding in the licensed child care program.
- All employees are also required to pass a Boys and Girls Club of America Background Records check. This is done through First Advantage with a specific package required by BGCA. No

employee can be hired without a suitable CORI from First Advantage.

- Employees must agree to go on a monthly monitoring system from First Advantage to secure employment.

Program Times of Operation

- The Kidz Klub before school program runs 7:30am to transporting to schools.
- after school program operates on school days from school dismissal time to 5:30 P.M.
- General Membership for grades 7th & Up 5:30 P.M. for September then hours will change from the middle of October to the first week of May to M-F 7:30pm and Fridays 8:30pm. May & June return to 5:30 close.
- On non-school days, the Program is open from 8:30AM to 5:30PM for all ages.
- Pre-School hours are 7:30am to 5:30pm Monday through Friday.
- For ALL programs listed above there will be a charge to parents who pick up their children after the allotted time this includes Child Care Resources (CCR&R) and EEC Slot families. The fee is \$5.00 for every 10 minutes past closing time.
- As mandated reporters if the parent/guardian has not picked up the child or contact has not been made after 30 minutes the supervisor on duty will notify the Department of Children and Families and local law enforcement and follow their instructions.

Transportation to and from the Program

Transportation to the Club is provided during school days from the child's school to the Club. This transportation is provided by the City of Westfield School Department and the Boys and Girls Club of Greater Westfield. During non-school days, transportation to the Club is the responsibility of the parents. It is always the parent's responsibility to pick children up at the end of the program day from the Boys & Girls Club.

Responsible staff during transportation: Charisse Balicki, Alexa London, Ashley Miehm, Andrew Kriha, or Kellie Brown all can be reached at 413-562-2301.

Transportation hours 8:15am to 9:15 am and 2:30pm to 4:00pm.

Boys & Girls Club Afterschool Childcare Transportation Plan

The Boys & Girls Club of Greater Westfield's transportation policy is as follows:

- **Buses** - Lecrenski Brothers Transportation, which is contracted by the City of Westfield, as well as the B&G Club of Greater Westfield provide bus transportation to the Club from all Westfield public and private schools. Parents are responsible for picking their children up from the Club by 5:30pm. A late pick-up fee of \$5.00 for each 10-minute interval will be implemented.

- Children who attend The Middle School are permitted to walk to the Club unsupervised with parental permission but must arrive before 2:45 or parents will be notified.
- Kidz Klub Parents are responsible for notifying the Club if their child/children are not going to be attending for the day.
- A Bus monitor is provided by the Club to assist in transportation the children back to the program.
- At least one monitor or driver per bus is certified in first aid and CPR.
- Monitors will carry a cell phone in case of an emergency or if the bus has any type of mechanical problems or has been involved in an accident.
- Monitors will call the Club to make them aware of the situation and how it is being dealt with.
- The driver of the bus will have access to either a two-way radio or cell phone, so they have communication back to their main site.
- The Chief Operating Officer will ensure that all drivers and monitors are registered in the PQ Registry. The Director will also notify EEC of any substantial changes to the program.
- A job description along with the transportation policy will be issued to all drivers and monitors that will require their signature that assures the program that they have received, read, and understand the policies.
- Upon dropping off the last child the monitor as well as the driver are responsible for scanning the bus to make sure it is empty. At this point there will be a "This bus/van is empty" sign placed on the bus/van that is the property of the B&G Club of Greater Westfield.
- ALL monitors will have a current list of children riding the bus. They will take attendance at the school and

then hand in the clip board to the front kiosk to do another check recording the time of arrival and initial the log. There will also be an emergency list with names and phone numbers attached to each clip board in case of an emergency. The driver/monitor is to immediately call the Club to report any emergencies and wait for directions from the supervisor on duty.

- CPR and First Aid will follow the requirements of the American Red Cross or any certified organization in CPR/First Aid.
- There will be a pre and post trip log for each vehicle responsible for transporting children to ensure that vehicles meet requirements in 606CMR7.13. Vehicles contracted through the School System must meet the Registry of Motor Vehicles requirements to operate. The school department is also responsible for ensuring this is done. The Westfield Public Schools are also responsible to make sure all drivers meet RMV Requirements and school safety requirements as far as CORI's go.
- The maximum travel allowance to and from school will not exceed 45 minutes. Unless an emergency, inclement weather or road construction is the cause.
- **Field trips** - no child may be transported on a field trip without advance written consent by parents. In the case of a field trip where such consent has been given, children may be transported by Club Vehicle, bus (contracted through a licensed bus company) and/or by walking. All the above regulations will be followed.
- **Usage of individual cars** - Staff members' individual cars may not be used to transport children *except* in cases of emergency, such as on a field trip when an individual child

needs to be brought back to the Club and/or for medical care or behavioral reasons. Only those staff members' whose cars conform to the regulations for vehicle safety as described above, may be used as emergency vehicles. Two staff people will accompany the child. One will be the driver, the other will sit next to the child on the transport.

- **Emergency provisions** - No children may be transported unless the following steps have been taken:
 - a list of the children involved, and their emergency contact information is taken on the trip.
 - a list of the children involved, and their emergency contact information is left with a staff member in the Club.
 - at least one staff member will have a cell phone with them in case of emergency.
 - at least one staff present on the trip is first aid and CPR-certified.
 - A first aid kit is taken on the trip with a list of any medications and/or allergies and/or other health issues relating to the children involved.
- *Staff to student ratios* - There must be one staff member for every 10 children on any field trip. There must also be at least two staff members who can take a

child back to the Club and/or for medical care in case of emergency.

Transportation using Club vehicles provider agrees to:

- Comply with all pertinent Department of Early Education & Care, Department of Public Health, Registry of Motor Vehicles and Department of Transportation regulations governing the safety and delivery of transportation services.
- Assume responsibility for the care and safety of children using transportation services.
- Ensure that drivers demonstrate sensitivity to the children being transported, the ability to respond to a crisis, and an understanding of the behavior of the children.
- Ensure that drivers, transportation manager and other appropriate professional staff are trained on the provider's transportation policies.
- Ensure the driver has the telephone numbers and locations for children.

Fees: Amount and Payment Schedule

The cost for the program for Pre- School is \$235.00 per week.

Kindergarten is \$140.00 for the week, \$186.00 with one full day off or a full snow day, vacation weeks \$235.00 or \$47.00. a day with a minimum of 3 days. Before School is \$50.00 per week.

The cost for the program for **Grades 1 & UP** is \$110.00 for the week, \$143.00 with one full day off or a full snow day, vacation weeks \$225.00 or \$45.00 a day with a minimum of 3 days. Before school charges are \$10.00 per day or \$50.00 per week minimum of 3 days a week. Fees must be paid on a weekly basis and are due on the Thursday prior to the service week. Failure to pay fees on time could result in loss of services unless prior arrangements have been made with Kellie. There are no refunds given for days not attended.

I agree to pay the assessed fees for absences and vacations of my child/ren. I have reviewed the schedule of the Boys & Girls Club of Greater Westfield's holiday/closures and snow day policy.

A late fee will be implemented for payments which are not received by Thursday of the prior week in the amount of \$10.00.

A late pick-up fee will be implemented on a daily basis at \$5.00 per 10-minute intervals.

Licensure

This program is licensed by the Commonwealth of Massachusetts Department of Early Education and Care.

Supportive Services and Referral Plan

The Directors: Charisse Balicki, Alexa London, AJ Kriha and Ashley Miehm are available for consultations with parents who have concerns about a particular situation or problem. You may contact them by calling the Club at 413-562-2301, or by email:

Charisse Balicki cbalicki@bgcwestfield.org

Alexa London alondon@bgcwestfield.org

AJ Kriha akriha@bgcwestfield.org

Ashley Miehm amiehm@bgcwestfield.org

Likewise, the Directors may contact the parent if the child demonstrates behavior or symptoms that warrant concern.

Staff will provide parents with a list of places where services may be obtained. They can obtain this information from the Chief Operations Officer.

Reporting Procedure for Child Abuse and Neglect

The staff of the Boys & Girls Club are *mandated reporters*. That is to say that they are mandated by law to report any suspicions of abuse and/or neglect to the Massachusetts Department of Children and Families.

If Club staff suspect abuse and/or neglect, the staff member will notify the Chief Operations Officer. If the Chief Operations Officer agrees that the suspicion is justified, he/she will contact the Massachusetts Department of Children and Families pursuant to M.G.L. c. 119 s. 51A.

Warning Signs for Child Abuse or Neglect

There are often certain recognizable physical and behavioral indicators of child abuse or neglect. The following signs, by themselves, may not be conclusive evidence of a problem, but serve as indicators of the possibility that a problem exists.

Signs of Physical Abuse

- Bruising, welts or burns that cannot be sufficiently explained, particularly bruises on the face, lips, and mouth of infants or on several surface planes at the same time.
- Withdrawn, fearful or extreme behavior.
- Clusters of bruises, welts, or burns, indicating repeated contact with a hand or instrument.
- Burns that are insufficiently explained, for example, cigarette burns.
- Injuries on children where children don't usually get injured (e.g., the torso, back neck buttocks, or thighs).

Signs of Sexual Abuse

- Difficulty walking or sitting.
- Pain or itching in the genital area.
- Torn, stained or bloody underclothing.
- Frequent complaints of stomachaches or headaches
- Venereal disease
- Bruises or bleeding in external genitalia
- Feeling threatened by physical contact.
- Inappropriate sex play or premature understanding of sex
- Frequent urinary or yeast infections.

Signs of Emotional Injury

- Speech disorders
- Inability to play as most children do
- Anti-social behavior or behavioral extremes.
- Delays in emotional and intellectual growth.

Signs of Neglect

- Lack of medical or dental care
- Chronically dirty or unbathed
- Lack of adequate school attendance
- Lack of supervision; for example, young children left unattended or with other children too young to protect or care for them
- Lack of proper nutrition
- Lack of adequate shelter
- Self-destructive feelings or behavior
- Alcohol or drug abuse.

Each case of child abuse or neglect is individual. The child who has been hurt is always the victim. If you believe a child may be the victim of abuse or neglect, contact The Chief Operating Officer or Supervisor on duty immediately.

Boys & Girls Club of Greater Westfield Health & Safety Policy

The Boys & Girls Club of Greater Westfield takes care to ensure that all children under Club supervision are safe and well-cared for. The Club has the following health and safety policies:

- **First aid** - All staff that care for children are certified in first aid within 6 months of employment. At least one

staff member on duty is certified in Cardiopulmonary resuscitation (CPR).

- **Injuries** - Club staff will notify parents immediately of any injury which requires emergency care beyond minor first aid. The Club will notify parents in writing of any first aid administered to your child within 24 hours of the incident. An injury report for any incident which requires first aid or emergency care will be kept in the child's file.
- **No smoking** - There is absolutely no smoking allowed.

Medication -

- No medication, whether prescription or non-prescription, may be given to a child without the following:
- written authorization from the parent. This authorization must state that the medication is for the specific child.
- All prescription medication can be given only with a signed Individual Health Care Plan form and medication consent form.
- ALL medications must be in the original bottle with a current date it cannot be expired.
- All medication must be given by a staff member certified in the 5 rights of medication. However, a parent may request in writing that a child be allowed to give him/herself her own medication under the supervision of a staff member (such as inhalers or injections). For School Age Children Only.

- All medication will be kept labeled in its original container with the name of the child, the medication, and the directions for giving and storing the medication.
- The Club will keep a written record of the administration of any medicine to each child. This record will include the time and date of each administration, the dosage, the initials of the staff member giving the medication, and the name of the child. This record will be kept in the child's file.
- All medications will be stored in a safe and secure manner.
- Designated Kidz Klub staff will be required to complete the 5 Rights of Medication Administration in the StrongStart Essentials training on line provided by EEC. The certificate of completion will go in their personnel file.
- If there is leftover medication the Chief Operating Officer will contact the parent to pick up the medication or contact the local Board of Health to see how to dispose of it properly.
- *Illness* - in the event of a child's illness, Club staff will notify the child's parents/guardians. Staff will make the child comfortable in a quiet place until the parent/guardian arrives. Parents are asked to make every effort to come and pick up their child as soon as possible after they have been notified of the child's illness.

Children who are sent home sick will not be allowed back to the Club until they have fully recovered (not running a temperature) and/or are not contagious. Children who have serious illness or contagious diseases will be isolated

from other children if they become sick while at the Club.

FOOD SERVICE: The Boys & Girls Club of Greater Westfield under the direction of our Food Service Director, Kim Koehler provides nutritious meals to all members at no additional cost. Meals, lunches and snacks vary due to school/summer schedules. For copies of menus please visit our web site at www.bgcwestfield.org.

Boys & Girls Club Policy Regarding Parental Involvement

The Boys & Girls Club of Greater Westfield has the following policy with respect to parent involvement:

- *Parent visits* - Parents are always welcome at the Club. You are encouraged to visit the program as well as to volunteer in the program. Please see the section on Volunteers/Interns.
- *Parent Suggestions* - We welcome your suggestions and comments about the program.
- *Parent conferences* - Club staff are happy to meet with you any time before or after program hours to talk about your child and his/her progress. Or you may set up an appointment.

Boys & Girls Club of Greater Westfield Policy with Respect to Off-Site Facilities

The Boys & Girls Club of Greater Westfield has procedures for the use of off-site facilities.

- *Staff to student ratio* - as indicated in the Transportation policy, staff may take children off-site only with a ratio of one staff person to 10 students.
- *First aid kit* - as indicated in the Transportation policy, a first aid kit must be taken whenever Club youth are outside of the Club facility, *including* on the playground outside.
- *Notification at Facility* - staff may take children off-site to only those locations that have been pre-approved, through discussion with Chief Operating Officer and notification of parents. A phone number of the off-site location must be left with staff at the Club facility as well as an estimated time of return.
- *Attendance* - Attendance will be taken several times over the course of a field trip. It will be taken as children leave the Club, and all participating children will be counted. It will also be taken periodically during the trip, and it will be taken again as the children get ready to return from a trip. Club staff will not depart from a trip destination until they are sure that they have the same

number of children and have taken attendance with the children they started with.

- *Safety in public facilities* - Club staff will ensure that youth follow these rules when in a Club facility:
 - Each staff will be responsible for keeping track of no more than 10 youth outside of the Club, 13 youth within the Club.
 - No youth will be permitted to go to the bathroom or get refreshments or leave the group for any reason unless accompanied by a Club staff member, buddy or a staff member is stationed at the bathrooms.

Boys & Girls Club of Greater Westfield Policy with Respect to Water Safety

Club staff will take extra precautions when children are in or near the water, whether in a public swimming pool and/or a beach and/or the Club's own swimming pool. Children may go in the water only:

- when a lifeguard with current certification is on duty.
- One additional staff person for licensed childcare program.
- **after** Club youth have been tested by the lifeguard on their swimming ability. Children who do not know how to hold their breath and go underwater are not

permitted to be in water that is over their heads without a floatation device.

- Parents/guardians fill out a swimming ability questionnaire to determine the child's swimming abilities.
- Facility Director is aware of pump location and able to turn it off in case of an emergency

The Club has the following "**lost swimmer/lost camper plan:**" All children will go into the water in their "groups". The Group leader, assistant group leader, and / or peer leader will be responsible for taking attendance at periodic intervals.

The group will not leave the swimming area until the lifeguard has verified that all the children are out of the water and together.

In the unlikely event that a child is not with his/her group, all children will be removed from the water. Supervisory staff will be notified immediately and, if visiting a non-Club facility, the facility supervisors will be notified of the missing child. Staff will question all children as to last sight of missing child. A sweep of the shoreline and adjacent water will be conducted using prescribed Water Safety sweeping methods. Entrances/exits will be monitored by Club staff. If an emergency has occurred Club staff and facility staff will notify local emergency personnel and then take directions from them.

Boys & Girls Club of Greater Westfield Policy with Respect to Enrollment

The Boys & Girls Club has the following policy with respect to enrollment in the Afterschool Childcare program:

- *Club information* - Once a parent enrolls a child in the Boys & Girls Club's Afterschool Childcare Program, the Club will provide parents with a parent handbook detailing The Club's history, mission, and policies. The parent / guardian **MUST** sign the last page of the handbook and return it to the site director. This ensures that parents/guardians are aware of all the policies and procedures.
- *Family information* - Before a parent/guardian enrolls a child in the Program, the parent must do the following:
 - Fill out the Club's information form. This includes:
 - the child's name, date of birth, date of admission,
 - the parent (s)' /guardians name and home address, business address and work hours, telephone number(s),
 - a physical description of the child and/or current photograph of the child,
 - name of the child's school,
 - any special limitations or concerns, including dietary restrictions, allergies, and chronic health conditions.
 - Emergency plan - parents/guardian must also let the Club know how to reach the parent and/or a relative or friend authorized to take the child from the program in case of an emergency.

- First aid - parents/guardian must give permission for first aid and transportation to any emergency care facility.
- Health provider - parents/guardian must provide the name, address and telephone number of physician or source of health care.
- Parents/guardian must inform the program if their child has any special needs that may require program modifications, behavioral plans, IEP/504 plans from school or if their child is in a specialized program at school. This will help the program make the appropriate adjustments if needed.
- The Kidz Klub Program which is a part of the Boys and Girls Club of Greater Westfield does not provide any one-to-one services for children of any age. Children must be able to participate independently. However we do allow counselors and anyone giving direct services to the child to attend with the child as long as they have a current CORI from their employer.
- The Boys & Girls Club of Greater Westfield does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, gender identity, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.
- Authorization for pick up at the end of the day - parents/guardian must provide written permission for someone other than the parents to pick the child up at the end of the program. Children will not be released to anyone without prior written consent from the parent/guardian.
- Parent/Guardian may give (1) time verbal permission for us to release the child to someone other than those

listed in the child's registration packet but then will be required to add the person to their pick up list.

No youth may participate in any Boys & Girls Club program without a current application, which is filled out. If a child arrives at the Club without an application, the child's parent/guardian will be called and will be told that the child cannot participate in Club activities until an application and the health forms are filled out. The parent/guardian will be asked to pick the child up. All forms are required by the Department of Early Education and Care and **MUST** be fully completed. No *General Member* can participate without a current membership application, the child's parent/guardian will be called and will be told that the child cannot participate in Club activities until an application has been completed.

Boys & Girls Club of Greater Westfield Policy with Respect to Behavior Management

Club expectations - The Boys & Girls Club is where *Great Futures* begin. Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

We also support the physical, intellectual, emotional, and social development of youth, with special concern for the disadvantaged, without discrimination. The Club helps youth reach their full potential to develop the qualities needed to become responsible citizens and leaders ... we serve as a vigorous advocate for their needs. Many youths see the Club as their "home away from home."

Therefore, our expectations of staff are that they will treat children with kindness, civility, and respect. They will not impose judgments or unrealistic expectations. They will be trained in behavior

management that is age appropriate, consistent, and reasonable. They will call the child by their first name and not call them by any "nick name" that is uncomfortable to the child.

Our expectations of our youth are that they too will treat each other, as well as staff with kindness, civility, and respect. We have zero tolerance for any sort of prejudice or disrespectful behavior that cause harm to another person physically and or emotionally.

Enforcement of Club expectations - Enforcement of Club expectations will apply to all members of the Club community as follows:

- *Communication:* The Club's expectations with respect to how we treat each other will be communicated to all staff, youth, and parents upon joining the Club community. All members of the Club community (staff, students, parents) will sign to indicate that they understand these expectations. Progress reports on your child will be done yearly within the licensed childcare program by their Group Leader and will remain in their file for the program year. Club rules must be signed by parents that will ensure they have read through and agree to all the rules with their child/ren.
- *Remedies with respect to inappropriate behavior by youth* - Failure of youth to comply with Club expectations will be handled as follows:
 - *First incident* - At the first incident of inappropriate behavior (as described above), the youth will be taken aside and spoken to privately. A staff member will

ensure that the child understands how his/her behavior was inappropriate. Depending on the severity of the incident (whether physical or not), the child may be removed from the activity he/she is involved in, may be denied a Club privilege (such as use of the computers or the gym), or may be kept apart from other youth for the rest of the day. Depending on the nature of the incident, the youth may be asked to make restitution to the youth and/or staff member who has been wronged, such as taping and/or fixing something that has been torn or broken. However, if the offense could in anyway cause physical harm or emotional trauma the first offense could warrant immediate termination from the program. No weapons of any kind are allowed in, on or around the property of the Boys and Girls Club of Greater Westfield.

The Boys & Girls Club of Greater Westfield is committed to being a safe haven for all youth, free from discrimination of any kind. Thus, we do not take suspensions or terminations lightly.

Behavior report - A behavior report will be written describing the incident and the remedy taken. It will be signed by the staff member who witnessed the incident and co-signed by the Child Care Director and or Program Director. A copy of the report will be placed in the child's file. Staff will meet with the parent to discuss the incident.

- *Additional incidents* - Should additional similar incidents of inappropriate and/or disruptive and/or disrespectful behavior occur within a short period of time (within a

month), staff will notify the youth's parents and/or guardian, *both verbally and in writing* that the youth is at risk of suspension. The staff will again meet with the parent to try to come up with a behavioral plan that will allow the child to remain in the program without causing undue stress on the program. If the staff feel it is necessary, they may refer the parent/guardian to the Chief Operating Officer who may be able to arrange a meeting with the school to come up with a plan and/or refer the parent to an outside organization that may be able to better provide care for their child. Should the behavior persist, after the first behavior report, the parent/guardian, will be notified that the child will be suspended from the Club for an amount of time which will be determined by the Child Care Director, Program Director or if needed the Chief Operating Officer. This suspension will be communicated to the parent *both verbally and in writing*. This will be used as a last resort method to try and allow time for the parent to get the child the services necessary to help with the behavior. (Please see the Club's Policy on Suspensions and Terminations)

- *Staff treatment of Youth* - Under no circumstances will any youth be treated with cruelty or severe disciplinary measures. That is to say, the Club will not tolerate any of the following behavior by Club staff:
 - *verbal abuse*, including ridicule, embarrassment, or unfavorable names.
 - *physical abuse* - hitting, pinching, or using any other physical means to discipline; (the Club does reserve

the right to use sanctioned methods of restraint by trained staff in case of violence and/or risk to other youth or staff); otherwise, staff is NOT allowed to put their hands on any child for any other reason.

- *denial of satisfaction of basic needs* - denial of food, rest, or bathroom facilities to children. Or the use of **excessive** time outs.
- *Parent recourse* - Should a parent have cause to believe that a staff member has treated his/her child inappropriately; the parent should notify the Chief Operating Officer/Licensee or Site Director immediately with the date of the incident and specifics regarding the incident. The Chief Operations Officer/Licensee will talk to the staff member privately to notify the staff member of the charge that has been levied. The Chief Operating Officer/Licensee will then arrange for a meeting with the parent. Should it be determined that the staff member's behavior was inappropriate, a written report will be placed in the staff member's file, and the staff member will be given a warning. Three such incidents are cause for staff dismissal.
- Observations of educators while working with children will be done on a consistent basis.
- Consultations with educators regarding children's individual needs and communication with parents will occur on an as needed basis.
- Documentation of all observations and consultations for staff will remain in their employee file.

- **Positive Reinforcement of Club Expectations** - Staff will make every effort to recognize positive behavior, both to the individual child as well as publicly. Staff will celebrate academic achievement as well as behavioral achievements. This may be done by awarding certificates or publicly recognizing them inside or outside the Club.

Boys & Girls Club of Greater Westfield Policy with Respect to Volunteers and Interns

- **Each Volunteer / Intern** - will go through an orientation and expectations within their role in the program with the site director. They will sign off after their orientation has been completed to verify, they have read and understand the policies and procedures. They also **MUST** go through a BGCA CORI check and be found suitable to be a part of the program. Please refer to the BRC section for details. Volunteer/Interns will not be counted in the staff ratio and will not be alone with any child(ren)
- **Documentation** - It is the responsibility of the volunteer/intern to make sure they are keeping track of their hours and to have the Child Care Director, Program Director or Chief Operations Officer/Licensee sign off on the necessary documents. If needed a letter can be provided at the end of their time to the appropriate people.

- **Qualifications** - Any Volunteer/ Intern will be always under the direct supervision of an EEC qualified educator and not counted in child to staff ratios.
- **Background check** - Volunteer/Intern will have to agree to a background check done through Boys and Girls Clubs of America. Once the check has been cleared the volunteer/ intern may begin their time within the program. Volunteer /Interns are not allowed to supervise or be alone with children.

If there are any questions or concerns, you may contact the Department of Early Education and Care directly:

EEC

1441 Main Street, Suite 230

Springfield, MA 01103

(413) 788-8401

Boys & Girls Club of Greater Westfield Policy with Respect to Emergencies

The Boys & Girls Club of Greater Westfield has the following evacuation plans:

- **Evacuation signs** - Signs directing staff and members to evacuation routes are posted outside all program spaces.
- **Chemicals, gas leaks, natural disasters or any other emergency that may occur inside or outside the**

building - In the event of an emergency that requires Club staff and members to vacate the premises, members will be evacuated to the Amelia Park Ice Arena. Or where local authorities have designated.

- **Emergency Personnel** - Will be notified via alarms or cell phone.
- **Parents will be notified** - by available land lines or cell phones.
- **Attendance Sheets** - will be taken by all lead teachers/group leaders and staff in the event of an emergency and attendance will be taken as soon as the group is in a safe place.

Boys & Girls Club of Greater Westfield Policy with Respect to Club Closings

**SEE HANDOUT WITH CURRENT DATES
PARENTS WILL NOT PAY FOR THESE DAYS IN
COMPLIANCE WITH EEC RULES AND REGULATION.**

If the Club needs to change hours or closures parents will be notified in a timely manner excluding emergencies. Weather closures will be determined by the severity of the weather approaching or happening.

PLEASE SEE OUR FACEBOOK PAGE FOR CLOSINGS

PROGRAM RULES

By initialing beside each bullet point and signing at the bottom I am

agreeing that I understand and have explained to my child the rules and regulations of the Club and the consequences that accompany them.

- The B&G Club of Greater Westfield is a privilege, not a necessity. As such the Chief Operating Officer has the authority to revoke your child's membership for ongoing issues with your child at any time with no refunds given. It is your child's responsibility to uphold and adhere to the club's rules and regulations. Especially when it comes to their behavior. Any form of negative behavior will not be tolerated in any way. _____
- Parents **MUST** check their child's backpack daily for any inappropriate items. _____
- Members will abide by the core values of the WBGC including respect, integrity, good character & teamwork. _____
- **ANY** type of physical contact directed at a member or staff is an immediate suspension from the club (Including play fighting). More than one offense could result in loss of membership with no refund. _____
- Any symbols, insignias, pictures, or clothing deemed inappropriate by the Staff will not be allowed. _____
- Appropriate language and behavior are always required. _____
- No picture or video taking with cell phones, or any other electronics are allowed. ANY electronic device is the responsibility of the

members. The Club will NOT be responsible for any lost, damaged, or stolen equipment. **Use of equipment including cell phones is subject to staff discretion.** _____

- If a child is suspended from school, they are not allowed at the Club. A member must be attending school to attend the Club. All suspension and revocation of Club privileges must be determined by the Chief Operating Officer. _____
- All members/parent/guardian must adhere to our Technology Acceptable Use Policy _____
- NO child is allowed to leave the building once they have entered. If you would like your child to walk from the program you MUST put it in writing. Phone calls will be accepted on an emergency basis only. _____
- You cannot take your child from the bus line. They must check in and then you may check them out. _____
- All payments must be paid on time, or your child will not be able to attend the Club. _____
- You must park in the appropriate parking areas otherwise your vehicle could be ticketed or towed, and the Club has no recourse to this. _____
- **Surveys & Questionnaires:** I give permission for my child to participate in the tracking of WBGC's outcomes/goals, which include: taking surveys, & participating in focus groups. _____
- **Drop Off & Pick Up:** Children in 5th grade and up & 21st Century will arrive and depart at the main entrance. Children in K - 4th grade will arrive and depart at the Kidz Klub entrance. _____

- **Lost & Found:** Parents are encouraged to print their child's name on all their belongings. Lost and found items are kept for a period of one week and any items not claimed will be put in the Boys & Girls Club donation bin. Staff members cannot hold anything for a member of the Club. _____

Rules are subject to change without notice.

Parent/Guardian

Signature _____

Date _____

Drop Off: YOU ARE NOT ALLOWED TO DROP YOUR CHILD AND LEAVE. You must remain in line and wait for your child to get inside the building.

Pick Up: When you are picking your child up if there is no one in the entry way to see you please call the Club (413-562-2301) or come in to get your child. You will pull up out front and we will send your child out to you. **PLEASE HAVE ID READY TO SHOW THE STAFF AT PICK UP.**

Payments: We accept credit card/debit card and cash payments.
You can call the club to make payments, set up auto pay or pay

online at bgcwestfield.org. Payments are due on Thursdays unless arrangements are made with Kellie or Charisse ahead of time.

PRE-SCHOOL:

Welcome:

Welcome to The Boys and Girls Club of Greater Westfield Preschool. Our center is designed to provide quality care and early education to children aged 2.9 to 5 years old. We have two pre-school rooms. We are open year-round from 7:30 a.m. until 5:30 p.m. The total number of children for the preschool is 40 children. There are between six and eight staff members, most of whom are certified through the Massachusetts Department of Early Education and Care (EEC), our licensing agency.

Goals and Objectives:

Children will gain the skills of creative thinking, independence, and social/emotional learning. BGC will foster each child's self-respect and individuality. BGC will encourage the children to be good friends to others and promote self-help skills while in our care.

Curriculum:

We use Creative curriculum and will adapt our curriculum to the needs and interests of the children.

Staff:

Our preschool follows a team-teaching approach in the classrooms. Each room has a team of teachers who share the responsibility of curriculum development, parent communication, and creating the classroom environment. We also have assistant teachers who support

the teachers in whatever they need. All our teachers are certified by EEC and have First Aid and CPR certificates. They participate in on-going professional development and training to ensure their own commitment to continuing education. Throughout the year students from WSU volunteer in our classrooms through their community service program. These students are oriented by the director and are supervised by the classroom teachers.

Commitment to Diversity:

BGC does not discriminate based on race, gender, age, religion, marital status, political beliefs, disability, sexual orientation, cultural heritage, or national origin in the administration of its admissions policies, educational programs, hiring practices, or other school administered programs.

Kindergarten readiness:

For our older preschool classroom, we focus on preparing the children for kindergarten. Twice a week the children will go in small groups to the kindergarten room and work with the teacher closely to learn skills getting them ready for their time in kindergarten. This will include but not limited to learning letters, numbers, skills in holding their pencils, scissors, writing their first and last names.

Closures:

Any closures will be announced on our Facebook page and followed up with a message on HiMama.

Professional development:

The teachers are required to complete a minimum of 20 hours of professional development each year. The teachers complete these by doing professional training as well as specific closures days for PD.

Hours/fees:

The program operates Monday through Friday 7:30-5:30. The weekly rate per child M-F (5 days) is \$235. Vouchers are accepted.

Payment:

Payments are made weekly and due in full by 5:30p.m. the Friday before the start of next week. Payments may be made at the Club via cash, check, credit card. Automatic payment may be set up with a bank card or credit card for your account and will be charged weekly for the length of the program. If your account should become delinquent beyond 2 weeks, you will be required to pay the balance in full, or request a payment plan, but your child may be at risk for temporary termination until a payment is made. Parents/Guardians will be responsible for any fees incurred for a returned check due to insufficient funds. If there are ever any financial concerns please reach out to Kellie Brown, our COO.

Pick up/Late fees:

It is very important that parents make every effort to pick their child up from the programs on time. If you are going to be late, please call the Club and notify us of your estimated arrival time. All Parents/Guardians will be required to review and sign the late fee form. Starting at 5:30p.m. a late fee of \$1.00 per minute will be charged. As mandated reporters, any child that is left 30 minutes beyond pick-up time, with no contact from the parent/guardian is considered abandoned. The Police Department and DCF will be notified. We ask that all parents/guardians cooperate with our pickup policy to avoid unnecessary phone calls. BGC reserves the right to terminate any child that is chronically picked up late from the program.

Late Arrival Policy:

Children are expected to arrive at BGC by 9:30, if your child does not arrive and you have not called or notified staff you will not be able to enter. When children arrive late it is difficult for the child, and it is

disruptive to the class. If, due to occasional special circumstances, a family will not be arriving at BGC on time, we ask that parents notify us in advance. If a family consistently arrives late, a conference with the Director will be required to determine if BGC can meet the needs of their schedule.

Drop off:

All preschool children must be dropped off in their classrooms and signed in on the attendance sheets.

Attendance Policy:

Children should arrive no later than 9:30am. This is when the curriculum portion of our Pre-school program begins, and a set of scheduled activities are being followed. Parents must message on HiMama or call the center if the child is going to be absent by 9:30am.

Parent communication:

We encourage you to use HiMama messages to let your teachers know if there is any information about any changes in the child or in their home life that might help teachers understand the child's mood and behavior. You can reach the director by using Email at alondon@bgcwestfield.org or phone at 413-562-2301 ext. 142.

Newsletters

We send out newsletters monthly, these will include birthdays, themes the teachers will be working on, items on the classroom wish list as well as any notes or information that may be important. Please be sure to keep on the lookout for them in your child's mailboxes or cubbies.

Progress reports and Parent/teacher conferences:

Progress reports are done twice a year with opportunities to have parent/teacher conferences if families would like to. Conferences are also offered at any time at the family's request.

Childs files:

All children's files are updated annually and kept in a locked cabinet in the preschool director's office.

Persons Authorized to pick up:

Only people identified on the Emergency contact form may pick up your child, without written permission from you. Please provide the office, in writing or email, with any changes regarding these people. Please inform anyone picking up that they should have a picture ID with them every time they pick up. The authorized pick- up person must be at least 18 years old.

Legal Custody:

Parents or guardians with custody issues should notify the child's teachers so that the school is aware of the situation. BGC cannot prevent a guardian or parent from visiting or picking up their child unless a court order has been issued and has been reviewed by the COO.

Clothing:

We encourage children to explore a variety of media as well as enjoy messy play. Please know that stains are going to happen, and clothing should be selected knowing your child may get dirty, do not send your child wearing anything that is not able to get dirty/stained. Sneakers must be worn on the playground, if your child is not sent wearing sneakers and does not have a spare to change into, they will not be allowed to use the climber. Children who are beginning to master independent dressing and toileting need clothing that they can handle on their own. This means clothing that is easy for your child to put on and take off- elastic waistbands on pants/shorts, no overalls, or jeans with hard buttons. Scarves, sweatshirts, or jackets with pull strings are not allowed on the climber as they are a strangulation hazard,

please be sure to remove these or a teacher will for your child to participate in play. Your child should have AT LEAST ONE complete change of extra clothing left in the classroom. This includes- a top, bottoms, underwear, socks, and shoes. Please replenish the supply of extra clothing as your child uses them. Be sure your child is dressed for the weather; we go out whenever possible. *Please label every item of clothing, including boots, mittens, and jackets.

Preschoolers 33 months to school age (Full Day), max group size 20, staff to child ratio 1:10 *statement of toileting procedures and nondiscrimination statement, each child's diaper is changed on a regular basis throughout the day and when wet or soiled. Toileting Training Potty Training is incorporated into our pre-school curriculum. Children do not need to be potty trained to attend the program. It is a natural part of a child's routine, and we treat it as such. BGCA also will follow the parents' wishes as far as when/how to introduce toilet training to their child. Children are given the opportunity to use the toilet often. Help is offered to children who are learning to use the toilet. Staff will never force a child to use the toilet, instead, offer encouragement as children develop skills in independence. Always praise any child for trying to "use the potty", even if nothing happens, or he/she has an accident. Toilet training takes time and patience. Children are encouraged to do as much as they can on their own during a trip to the bathroom. We ask that parents send children in clothes that are easy for children to push down and pull up on their own. Elastic waist pants and loose-fitting clothing encourage independence and success. Children need to lead the journey during toilet training. In a group setting, we do our best to encourage success and give the children the sense of control they need. Please know, often children may be more successful at home or at school and not be consistent. Routines at home are different from those at BGCA. Be patient and expect setbacks as well as successes.

Bathroom supplies:

Diapers or pull-ups and wipes must be supplied for children who are not toilet trained.

Toileting/Diapering:

Toileting Plan:

Wet or soiled clothing will be packed in a plastic bag and sent home with the child to be laundered. Any sheets or blankets that are wet during a nap will also be bagged and sent home with the child.

Children will wash their hands after toileting. Staff will discard gloves and wash hands after assisting with toileting.

Diapering Plan:

Staff will change the diapers of all children regularly and when soiled or wet. Routine diaper checks and necessary changes will occur according to the following schedule:

9:00AM, 12:30 PM, 3:15 PM after naps, and 5:00 PM

Staff will wash their hands and put on non-latex gloves before diapering each child. A clean sheet of table paper will be placed on the changing mat for each child. Or the child may be changed while standing up. Soiled clothing will be bagged and placed in the child's cubby for you to take home. The paper for the changing mat will be disposed of in the trash container. The diapering mat will be disinfected and wiped off with the paper towel after each use. The gloves will be removed and placed in the trash container and staff will wash their hands after each diaper change.

*Info about communication (app info, daily communication)

Open communication between home and school is an essential part of a quality early childhood experience. There will be phones in each classroom for you to talk to or leave messages for the teachers (change in pick-up routine, child's mood, special food instructions, etc.). Drop-off and pick-up times are busy in a classroom, the teachers are not always available to have lengthy discussions at these times. If your child's teacher is unable to have lengthy conversation, please see Alexa or Charisse for any concerns or conversations you may need to immediately have.

*Information about progress reports (every 6 months in preschool), parent conferences/review reports with parents You will be offered progress reports twice a year. In these reports the teachers will share their observations of your child's growth and progress and there will be places for you to share your own observations. Each child will have a progress report that the teachers will share. Parent/teacher conferences may be scheduled if parents or staff feel there is a need.

*More information about referral services,
(2.9-3 is early intervention, 3 and up public schools)

If the teachers have concerns about a child's development, they will follow these procedures. 1. The teachers will observe the child and document any concerns. 2. The director will then observe the child and meet with the teaching team. The child's record will be reviewed along with the observations to develop a plan for the child. 3. When possible, a meeting will be held with the guardians, teachers, and director to share information about the concerns. 4. After a plan is in place and with written guardian permission, the staff may make a referral to a local early intervention agency or the public school. 5. Releases can be signed by the guardians to have our center share information with other specific agencies. No information will be shared without guardian permission. 6. If a referral is made, the guardian will receive a written statement that includes the reasons for the referral, a summary of the observations made by teachers and director, and the individualized

plans. 7. If a meeting, services, or other communication is necessary with a cooperating agency, the director and/or teaching staff will attend, communicate, and inform guardians of their rights. The director may refer guardians to any of the following service providers: Thom Child and Family services 209 Root Rd, Westfield Ma 01085 Patricia Kuzmeski, Director Phone (413) 568-3942 Fax (413) 568-5983 Fort Meadow Early Childhood Center Children must be (3) three years of age to be considered for a placement. For an application and the registration process, please contact the school at 572-6422. After Registration is complete, please mail all documents to: Fort Meadow Early Childhood Center 35 White Street Westfield, MA 01085

*Management of infectious diseases information; (reg 7.11(9))

Children's allergies are posted in each classroom. All staff wear gloves when handling food, changing diapers, or dealing with any body fluid. - All cleaning solutions and other chemicals are stored in cabinets, out of children's reach. Illness:

Your child's health and safety is our number one priority. Please notify staff at the time of drop-off of any special health problems or any concerns that we need to be aware of. Children who exhibit symptoms of the following types of infectious diseases, such as gastrointestinal, respiratory, and skin or direct contact infections, may be excluded from the program 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 that the childcare staff can provide without compromising the health and safety of the other children.

- the child has any of the following conditions: fever of 100.5 or higher, lethargy, irritability, persistent crying, difficult breathing, or other signs of illness.
- diarrhea; in the previous 24 hours.
- vomiting; in the previous 24 hours at home or once at the center (child must remain at home until symptom free for 24 hours)
- mouth sores unless the physician states that the child is non-infectious.
- rash with or without a fever or behavior change until the physician has determined that the illness is not a communicable disease.
- conjunctivitis-must have treatment for 24 hours before returning.
- tuberculosis, until the child is non-infectious.
- impetigo, until 24 hours after treatment has started or all the sores are covered.
- head lice-free of all nits or scabies and free of all mites.
- strep infection, until 24 hours after treatment and the child has been without fever for 24 hours.
- Hepatitis A, unless treated with medication for at least two days and a doctor's note accompanies child.
- chicken pox, until the last blister has healed over.
- Symptoms of measles.
- Green nasal discharge.

If a child has already been admitted to the program and shows signs of illness (for example: a fever

100.5 degrees or higher using a forehead thermometer, a rash, reduced activity level, diarrhea, etc.), he/she will be offered their cot and his/her parent will be contacted immediately and asked to pick the child up as soon as possible. A child who has been excluded from preschool may return after he/she has appropriate documentation from their physician stating they are no longer contagious or 24 hours after fever/diarrhea/vomiting.

This is just a partial list of the illnesses that children in the center may have. The teachers, director and parents will consult as a team to determine if a child is able to participate in the activities of the center.

Please do not give your child a fever/pain reducer or cough medicine before sending them to school. Very often when the medication wears off the child feels sick and unhappy. If your child is ill enough to require these medicines, they should stay at home to recuperate.

Medication Paperwork:

In accordance with Department of Early Education and Care regulations we can give medication to a child only if:

- Medication consent form and Individual Health Care plan are filled out by both parent and physician. Paperwork is available from the preschool director at any time if needed.

- Each child must have an up-to-date annual physical examination. The Department of Early Education and Care also requires that all children receive age-appropriate immunizations, prior to attending any childcare program.

- Staff members are trained in first aid and will administer minor treatment (Band-aids, ice for bumps, etc.) as needed. Parents are notified of any injury by an injury report which must be signed by the parent/guardian. In the event of a serious injury a child would be taken

to the Baystate Medical Center by ambulance and accompanied by a staff member. Parents would be notified immediately.

Preventative Measures:

To prevent the spread of germs, illnesses, and accidents, our center follows these procedures:

- *Teachers conduct a safety check of the premises before children arrive.
- *We encourage frequent hand washing. Children and staff wash their hands upon entering the program, before eating, playing in the water table, after toileting/diapering and blowing noses, and as needed throughout the day.
- *All toys that are mouthed by children are washed and sanitized at the end of the day.
- *All nap blankets, pillows and sheets are sent home weekly to be washed.
- *Tables and other surfaces are washed and sanitized after use.
- *Children's allergies are posted in each classroom and teachers are notified of allergies and medical issues when they join a classroom. All staff will be trained to handle specific life-threatening allergies and medical conditions.
- *All staff members are trained in first aid and CPR.
- *All staff wear protective gloves when handling food, changing diapers, or dealing with any bodily fluid.
- *All cleaning solutions and other chemicals are stored in cabinets and out of children's reach.

We will do all we can to prevent the spread of germs and illness in the center. However, it is extremely difficult to protect the children all

the time. We ask that you work with us to maintain a healthy environment for children, teachers, and families.

To prevent the spread of germs and illness, we follow these procedures: -We encourage frequent hand washing. Children and staff wash their hands upon entering the program, before eating, playing in the sensory table, after toileting/diapering and blowing noses, and as needed throughout the day. -All rest blankets, sheets are sent home weekly to be washed. -Tables and other surfaces are washed and sanitized after use. -Children's allergies are posted in each classroom. All staff will be trained to handle specific life-threatening allergies and medical conditions. -All staff wear gloves when handling food, changing diapers, or dealing with any body fluid. -All cleaning solutions and other chemicals are stored in cabinets, out of children's reach.

*Plan for meeting potential emergencies (reg 7.11(7)) Emergency Evacuation Procedures: In the case of an emergency, such as fire, the classrooms will be evacuated. The procedure for evacuation is as follows: 1. The alarm will sound in all classrooms and office space. 2. The director or teacher will call necessary emergency personnel (fire, ambulance, police). 3. The teachers will help children out of the building according to the evacuation plan, which is posted in each classroom. 4. Children and teachers will remain outside until they have been cleared to return to classrooms.

*Plan for meeting potential emergencies (reg 7.11(7)) Emergency Evacuation Procedures: In the case of an emergency, such as fire, the classrooms will be evacuated. The procedure for evacuation is as follows: 1. The alarm will sound in all classrooms and office space. 2. The director or teacher will call necessary emergency personnel (fire, ambulance, police). 3. The teachers will help children out of the building according to the evacuation plan, which is posted in each classroom. 4. Children and teachers will remain outside until they have been cleared to return to classrooms.

For any additional questions pertaining to the Pre-School program, you can contact Alexa London, Pre-School Director at [Alexandra London ALondon@bgcwestfield.org](mailto:ALondon@bgcwestfield.org).

Meals:

BGC provides preschool with breakfast, lunch, and an afternoon snack. All meals are served in accordance with CACFP. You are welcome to send in a healthy lunch alternative for your child if they will not eat what we do provide.

Nap Items:

Please send a small blanket, fitted crib sheet and small blanket. All items should fit inside a backpack.

Home Toys:

-Children are allowed to bring one soft toy to school, appropriate for naptime. It must fit into your child's rest bag, and it may be left in school if you like.

-Home toys must be left in the car or teachers will put them in the cabinet until pickup time.

-No toy weapons of any kind.

-We are not responsible for toys that go missing or get damaged.

We often have students from WSU come throughout the school year. All volunteers must do a CORI check before being able to participate in any classroom.

Suspension/Termination

Parent and visitor code of conduct:

Child Guidance and Behavior Management:

The overall goal for child guidance and behavior management is to keep all children and staff safe and to maintain a positive, healthy environment. This includes tools to help children develop self-control, make positive choices, learn communication skills, gain an understanding of feelings, interact with others in a responsible, sensitive manner.

Giving children a sense of control over their surroundings, communication skills, and a busy, child-friendly environment are some of the best methods of avoiding unnecessary behavior issues. The teachers set up the classrooms in a way that allows children to maneuver freely and to comfortably choose their own activities. A variety of materials are available so children can express all their different interests, feelings, and

talents in the classroom. However, young children are still gaining negotiation skills and learning how to understand their role in a group setting. Children may yell, hit, grab toys or even bite in an effort to express themselves. Teachers will work with children to learn more appropriate ways of expressing their needs. This will be done through redirection, gentle reminders of the rules, and assisting children in talking with each other. Each child has a specific type of response that will work best with them so teachers may use a variety of guidance techniques with their group of children.

Time-outs are not a successful method of redirection for young children in a group setting. Instead, teachers will model positive responses and redirection techniques for children. Occasionally, a child may become over-stimulated or unable to control him/herself in a situation. If this occurs the child may be asked to leave that activity to calm down in another area. Teachers will talk with the children to help them understand this process. If a child is having difficulty sharing a toy or using material in a safe way, they may be asked to make a different choice for a short time or possibly for the rest of

the day. Whenever possible the children will be involved in creating classroom "rules". The teachers will continue to work with all the children to help them understand these rules and why they are important. Corporal punishment, humiliation and verbal abuse of any kind are strictly forbidden. No child will be denied food as a form of punishment, nor will they be punished for toileting accidents.

Appointments:

If your child has a routine or illness appointment with your health care provider, we ask that you make these appointments at the beginning or end of the day. Transitioning into the classroom at a busy time can be hard on children. Please try not to return your children between 12:30 and 3:00 as this is lunch and nap time and is a difficult transition time for children.

The parent/guardian on behalf of their child(ren) releases the Boys & Girls Club of Greater Westfield; its directors, officers, volunteers all employees and fellow members, from all liabilities, claims, demands, or actions arising out of my child(ren) participating in programming at The Boys & Girls Club of Greater Westfield.