

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS OF WARWICK

Before & After School Child Care Program

Family Handbook • 2026–2027

A Note from Our Team

Thank you for choosing the Boys & Girls Clubs of Warwick for your family's before and after school childcare needs. We are honored to partner with you in providing a safe, engaging, and supportive environment where children can learn, grow, and thrive.

1. Welcome

Welcome to the Boys & Girls Clubs of Warwick!

Our dedicated staff is committed to creating a positive experience each day through academic support, recreation, arts, technology, leadership development, and meaningful relationships.

This handbook outlines the policies and procedures that help us maintain a safe, consistent, and high-quality program for every child. Please take a few moments to review it carefully and keep it as a reference throughout the school year.

We look forward to an amazing year with your family!

Our Mission

Mission Statement

To inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens.

Through high-quality before and after school programming, we provide a safe, supportive environment where children build confidence, develop friendships, explore new interests, and have fun every day.

Program Locations & Hours

Norwood Branch

42 Frederick Street, Warwick, RI 02888

- ✓ **Before School Care:** 7:00 AM – School Start
- ✓ **After School Care:** School Dismissal – 6:00 PM

Oakland Beach Branch

340 Oakland Beach Avenue, Warwick, RI 02889

- ✓ **Before School Care:** 7:00 AM – School Start
- ✓ **After School Care:** School Dismissal – 6:00 PM

Administrative Office

42 Frederick Street, P.O. Box 8938, Warwick, RI 02888

- **Office Hours:** Monday–Friday, 9:00 AM–5:00 PM
-  **Phone:** (401) 467-4385
-  **Website:** www.wbgclubs.org



2. Registration & Enrollment



Registration

Enrollment is completed online through our Parent Portal at www.wbgclubs.org. A child's registration is not considered complete until all required registration forms, membership fees, deposits, and applicable payments have been submitted.

Enrollment is offered first-come, first-served and subject to program availability.



Parent Responsibilities

Parents/Guardians agree to:

- ✓ Keep emergency contacts current
- ✓ Notify us of absences
- ✓ Arrive on time for pick-up
- ✓ Keep ill children home
- ✓ Update custody/legal paperwork
- ✓ Read Club communications
- ✓ Treat staff respectfully

Ages Served

Our Before & Afterschool Childcare Program serves children in kindergarten through 5th Grade

Membership & Registration Deposit

An active Boys & Girls Clubs of Warwick membership is required for participation in all childcare programs.

- **School Year Membership Fee: \$30 per child**
- **Registration Deposit: One week's tuition**

The registration deposit reserves your child's space for the school year and will be applied according to Club policy.

Important

Membership fees and registration deposits are non-refundable and non-transferable. Tuition is not refunded, prorated, or credited for absences due to illness, vacations, behavioral suspensions, or other missed days of attendance.

Withdrawal from the Program

If you withdraw your child from the program, we require two weeks' written notice. Written notice allows us to appropriately adjust staffing and offer available spaces to families on our waiting list.

3. Fees & Payment Policies

Weekly Tuition

Program	Weekly Fee
Before School Care	\$65.00
After School Care	\$120.00
Before & After School Care	\$175.00

Payment Schedule

Payments may be made by:

- Credit or debit card
- Check
- Automated recurring payment
- Money order

Late Payment

Families whose tuition has not been paid by Monday of the current week may have childcare services suspended until their account is brought current.

Tax Statements

Year-end childcare tax statements are available through the Parent Portal.

- **Boys & Girls Clubs of Warwick EIN / Tax ID: 05-6019193**

4. Holidays & Program Closures

The Boys & Girls Clubs of Warwick Child Care Program is closed in observance of the following holidays:

- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving (Thursday & Friday)
- Christmas Eve
- Christmas Day
- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth

Tuition & Holidays

Because weekly tuition reserves your child's space, and staffing is scheduled accordingly, tuition is not prorated, refunded, or credited when a holiday falls during the week.

Exception: Tuition is adjusted for Thanksgiving week due to the extended holiday closure.

5. School Cancellations, Delays & Early Dismissals

The Boys & Girls Clubs of Warwick follows Warwick Public Schools regarding weather-related school cancellations, delays, and early dismissals. Families should monitor local news outlets, our Facebook page, and other Club communications for updates regarding program operations.

School Closures

- ⚠ If Warwick Public Schools are closed due to weather or designate a Distance Learning Day, the Boys & Girls Clubs of Warwick Child Care Program will also be closed.

Delayed Openings

If Warwick Public Schools announce a delayed opening, the Club will operate on the same delay.

Example

If school opens one hour late, Before School Care will open at 8:00 AM instead of 7:00 AM.

Early Dismissals

If Warwick Public Schools dismiss students early due to a weather-related emergency:

- Club staff will transport enrolled children at the revised dismissal time.
- The Club may also close earlier than normal if weather conditions warrant.
- Families will be notified through available communication channels, including phone, social media, and other emergency notifications.

Please ensure your emergency contacts and phone numbers remain current so we can reach you if necessary.

If you plan to pick your child up directly from school instead of having them transported to the Club, you must notify our office in advance.

Unreported Absence Fee

Failure to notify the Club will be considered an unreported absence and will result in a \$20 administrative fee.

Alternative Dismissal Times

The Boys & Girls Clubs of Warwick is unable to accommodate transportation requests resulting from alternative school dismissal times that occur due to field trips, classroom activities, school events, assemblies, or school-specific emergencies.

Children will be transported according to their school's regular dismissal schedule. If your child will not be attending the Club following an alternative dismissal, it is the parent or guardian's responsibility to make alternate arrangements with the school and notify the Club of their absence.

Tuition

Weekly tuition reserves your child's space and staffing; therefore, tuition is not refunded, prorated, or credited for weeks affected by weather-related school closures or snow days.

6. Attendance, Absences & Vacations

If your child will be absent from the program for any reason, please notify the Club as soon as possible. Timely notification allows staff to coordinate transportation safely and efficiently.

Reporting an Absence

- ✓ Calling **(401) 467-4385** and leaving a voicemail at any time
- ✓ Sending a message through **Remind**

Absence Notification Deadlines

Program	Notify By
Before School Care	7:30 AM

Program	Notify By
After School Care	12:00 PM

Missed Deadlines

Failure to notify the Club by the applicable deadline will result in a \$20 administrative fee per occurrence, which will be added to your next weekly payment.

Three (3) unreported absences may result in the termination of childcare services.

Tuition During Absences

Weekly tuition is due regardless of attendance. Refunds, credits, or prorated tuition are not provided for absences due to illness, vacations, appointments, or any other reason.



7. Non-School Days & Vacation Week Care

The Boys & Girls Clubs of Warwick offers full-day care on many non-school days and school vacation weeks for currently enrolled Child Care participants.

Registration is required in advance, and space is limited.

Non-School Days

Full-day care is provided at the Norwood Branch from 7:00 AM–6:00 PM.

Daily Fees

Category	Daily Fee
Standard Child Care Participants	\$30/day <i>(plus weekly tuition)</i>
Financial Aid Recipients	\$15/day
Enrolled in Before & After School Care	\$15/day
DHS/CCAP Participants	Covered through DHS/CCAP <i>(pre-registration required)</i>

No-Show Fee

Because staffing is scheduled based on enrollment, cancellations made with less than 48 hours' notice, or failure to attend after registering, will result in a \$10 no-show fee, regardless of payment method or financial assistance.

2026–2027 Scheduled Non-School Days

- September 8 — Primary Day
- September 21 — Yom Kippur
- November 3 — Election Day
- March 26 — Good Friday

Vacation Week Programs

Full-day vacation week care is offered at the Norwood Branch.

December Break — December 28–31

- **\$50 per day**
- Program closes at 1:00 PM on December 31
- Closed December 24, December 25, and January 1

February Break — February 16–19

- **Weekly Fee: \$235**
- Closed February 15 in observance of Presidents' Day

Spring Recess — April 19–23

- **Weekly Fee: \$235**

Registration & Capacity

Enrollment for non-school days, vacation weeks, and field trips is available on a first-come, first-served basis.

Advance registration is required. Due to staffing requirements and state-mandated child-to-staff ratios, children who are not registered in advance may not be able to attend.



8. Arrival, Dismissal & Authorized Pick-Up

The safety of our members is our highest priority. The following procedures help ensure that every child arrives and departs safely each day.



Arrival Procedures

Norwood Branch

Please use the Administrative Entrance located on the right side of the building.

Oakland Beach Branch

Please use the Front Circle Entrance on Oakland Beach Avenue.

For the safety of all children, please observe all posted speed limits and drive cautiously in our parking lots.



Parents/Guardians Are Required To

- ✓ Escort their child into the building each morning.
- ✓ Ensure their child is checked in by a staff member before leaving.
- ✓ Never drop off a child outside the building or parking lot.



Dismissal Procedures

When picking up your child:

- ✓ Wait at the designated entrance while staff retrieve your child.
- ✓ Present a valid government-issued photo ID upon request.
- ✓ Sign your child out before leaving the building.



ID Required

For the safety of all children, staff will request an ID daily, even if they know you personally.



9. Authorized Pick-Up & Child Release Policy

Children will only be released to a parent, legal guardian, or an individual authorized by the parent or guardian through the registration process.

Authorized pick-up information must be reviewed and updated annually and may be changed at any time by the parent or guardian.



Authorized Pick-Up Requirements

All individuals picking up a child must:

- ✓ Be 18 years of age or older
- ✓ Present a valid government-issued photo ID
- ✓ Be listed as an authorized pick-up person in the Parent Portal or on the child's registration



For the Safety of Our Members

Children will not be released to anyone under the age of 18.

Children will not be released to anyone unable to provide valid photo identification.

If an authorized individual arrives without identification, another authorized person listed on the child's account must present identification and complete the sign-out process.



Changes to Authorized Pick-Up

Temporary or emergency changes to your child's authorized pick-up list may be made by telephone using your family's security PIN.

Please keep your PIN Confidential

A full signature is required each time a child is signed out.



Custody & Legal Documentation

The Boys & Girls Clubs of Warwick must follow all legally binding court orders regarding custody and child release.

If custody arrangements, restraining orders, or other legal restrictions exist, a current copy of the court-issued documentation must be on file with the Club. We are unable to enforce custody agreements or release restrictions without appropriate legal documentation.

In the absence of a valid court order or restraining order, either legal parent may pick up their child.

The Boys & Girls Clubs of Warwick cannot mediate family or custody disputes. Child records and documentation will only be released as required by law or pursuant to a valid subpoena.

Late Pick-Up Policy

Our Child Care Program closes promptly at 6:00 PM. We understand that emergencies occasionally occur; however, repeated late pick-ups create unnecessary stress for children and require staff to remain beyond scheduled operating hours.

If you anticipate being late, please notify the Club as soon as possible. Late pick-up fees apply regardless of the reason for the delay and are due with your next payment.

Time After 6:00 PM	Late Fee
1–5 minutes	\$5
6–10 minutes	\$10
11–15 minutes	\$15
16–30 minutes	\$30
31–45 minutes	\$45
46–60 minutes	\$60

Repeated late pick-ups may result in suspension or termination of childcare services.

Uncontactable After 6:00 PM

If a parent or guardian has not arrived by 6:00 PM and we have not received communication, staff will begin contacting individuals listed as emergency contacts.

If no authorized individual can be reached by 6:30 PM, the Warwick Police Department will be contacted to assist in ensuring the child's safety.



10. Communication

Clear communication between families and the Boys & Girls Clubs of Warwick helps ensure the best possible experience for your child.

Remind Messaging

- Program reminders
- Schedule changes
- Weather-related closures or delays
- Special events
- Emergency notifications
- General program information

Because email messages can be delayed or filtered as spam, we strongly encourage all parents, guardians, and anyone authorized to pick up your child to join their branch's Remind group.

Join Your Branch's Remind Group

Oakland Beach Branch: <https://www.remind.com/join/hbaf698>

Norwood Branch: <https://www.remind.com/join/64b399h>

Please also ensure your phone numbers, email addresses, and emergency contact information remain current in the Parent Portal throughout the school year.



11. Health & Safety Policies

The health and safety of every child is our highest priority. We ask families to work with us by following the policies below to help maintain a healthy environment for all participants.

Illness Policy

Please keep your child home if they are experiencing any of the following symptoms:

- ⚠️ Fever (100.4°F or higher)
- ⚠️ Vomiting
- ⚠️ Diarrhea
- ⚠️ Severe cold symptoms
- ⚠️ Persistent or discolored nasal discharge
- ⚠️ Sore throat
- ⚠️ Inflamed or watery eyes
- ⚠️ Undiagnosed rash
- ⚠️ Any other symptoms that may indicate a contagious illness

If your child becomes ill while attending the program, staff will assess their condition and take their temperature if appropriate. Children with a temperature of 100.4°F or higher, or who exhibit other symptoms of illness, will be moved to a supervised area away from other participants while a parent, guardian, or emergency contact is notified.



Pick-Up Window

Children must be picked up within 30 minutes of notification.

A child who has been sent home due to illness may return only after:

- ✓ Being fever-free for at least 24 hours without fever-reducing medication, and
- ✓ Being symptom-free and able to participate comfortably in program activities.

The Club can request medical clearance before a child returns if needed.

Medical Emergencies

In the event of a medical emergency, trained staff will provide appropriate first aid and immediately contact emergency medical services (911) when necessary.

Parents or guardians will be notified as soon as possible after emergency care has been initiated.

Medication Administration

Medication will only be administered when all required documentation has been received. Medication must:

- ✓ Be accompanied by written [parent/guardian authorization](#).
- ✓ Include written dosage and administration instructions.
- ✓ Be prescribed for the specific child receiving the medication.
- ✓ Remain in its original labeled container.
- ✓ Include a physician's order for both prescription and over-the-counter medications (the pharmacy label may serve as the physician's order when applicable).

Medication will be administered only by authorized staff in accordance with state regulations.

Restroom Procedures

For the safety and privacy of all children:

- Only one child may use the restroom at a time.
- Children enrolled in the program must be fully toilet trained.
- Staff are not permitted to assist children with toileting or changing clothing.

Parents of children who are prone to accidents are encouraged to send an extra change of clothes.

If a child has an accident and does not have clean clothing available, a parent or guardian will be contacted for pick-up within 30 minutes.

Repeated toileting accidents that require staff intervention may result in dismissal from the program if the child's needs cannot be safely accommodated.

Safety Drills

As required by Rhode Island childcare licensing regulations, the Boys & Girls Clubs of Warwick conducts regular emergency preparedness drills throughout the year. These drills may include:

- Fire evacuations
- Lockdown drills
- Shelter-in-place procedures
- Other emergency preparedness exercises

Staff review safety expectations with children to help ensure they understand procedures while maintaining a calm and supportive environment.

12. Meals

A nutritious dinner is served each afternoon to children enrolled in our After School Child Care Program.

Meals are provided through Warwick Public Schools in accordance with applicable federal and state nutrition guidelines.

Warwick Public Schools does not discriminate on the basis of age, race, color, national origin, religion, disability, sexual orientation, or any other protected status in accordance with applicable laws and regulations.

13. What to Bring to the Club

To help your child have a successful day, please ensure all personal belongings are labeled with their name.

Please Bring Each Day

- ✓ Refillable, labeled water bottle
- ✓ Nut-free foods only
- ✓ Bagged snack (no refrigeration or microwave available)
- ✓ Laptop or Chromebook with charger (for homework purposes only)

Please Leave at Home

To help minimize distractions and prevent lost or damaged belongings, the following items should remain at home or securely stored in your child's backpack unless otherwise approved by staff:

- ⚠ Cell phones (may not be used during program hours)
- ⚠ Handheld video games and electronic devices
- ⚠ AirPods, earbuds, or headphones
- ⚠ Toys, Pokémon cards or other trading cards
- ⚠ Nut products or foods containing nuts

If your child needs to contact a parent or guardian during program hours, they may do so with assistance from a staff member at the front desk.

 **Please Note:** The Boys & Girls Clubs of Warwick is not responsible for lost, stolen, or damaged personal belongings.



14. Our Staff

The Boys & Girls Clubs of Warwick is committed to providing a safe, positive, and nurturing environment for every child.

Our team consists of dedicated professionals and qualified college-age staff who are passionate about working with youth and serving as positive role models. Staff members are selected not only for their experience, but also for their enthusiasm, integrity, and commitment to helping children learn, grow, and succeed.



To Ensure the Highest Standards of Care

- ✓ All staff complete comprehensive background screening prior to employment.
- ✓ All staff maintain current CPR and First Aid certification.
- ✓ Staff participate in a minimum of 20 hours of annual professional development and in-service training.
- ✓ Ongoing training includes child safety, behavior management, emergency preparedness, and program quality.



Important Closure Notice

We will be CLOSED at all locations on September 25th for STATEWIDE Boys & Girls Club Staff Training.



15. Confidentiality, Records & Child Safety



Confidential Records

The privacy of our members and families is important to us. All child and family records are maintained in accordance with applicable state and federal confidentiality requirements.

Before a child may attend the program, all required enrollment documents must be completed in full. Records may include:

- Registration and enrollment forms
- Emergency contact information
- Medical and health information
- Authorized pick-up information
- Parent and medical release forms
- Court or custody documentation (when applicable)
- Other information necessary to provide safe and appropriate care

Parents and guardians are responsible for keeping all contact information, emergency contacts, medical information, and legal documentation current throughout the school year.

Mandated Reporting

The Boys & Girls Clubs of Warwick is committed to protecting the safety and well-being of every child.

Under Rhode Island law, all Boys & Girls Clubs of Warwick staff are mandated reporters. Any staff member who has reasonable cause to suspect that a child has been abused or neglected is legally required to report those concerns to the Rhode Island Department of Children, Youth and Families (DCYF).

Reports are made in accordance with Rhode Island General Laws and must be submitted within the timeframes established by law.

Reporting suspected abuse or neglect is not an accusation. It is a legal obligation intended to protect children by allowing the appropriate authorities to investigate concerns.



Rhode Island DCYF Child Abuse Hotline (24 Hours)

1-800-RI-CHILD (1-800-742-4453)



16. Behavior Expectations & Code of Conduct

At the Boys & Girls Clubs of Warwick, we are committed to creating a safe, welcoming, and respectful environment where every child has the opportunity to learn, grow, and succeed.

Our staff use positive behavior guidance to help children make good choices, develop responsibility, and build respectful relationships with others.



Behavior Expectations

All members are expected to:

- ✓ Treat others with kindness, courtesy, and respect.
- ✓ Keep hands, feet, and personal belongings to themselves.
- ✓ Listen and follow directions the first time they are given.
- ✓ Use appropriate language and respectful behavior.
- ✓ Help care for Club facilities, equipment, and supplies.
- ✓ Demonstrate good sportsmanship and include others.
- ✓ Follow all program and safety rules.



The Golden Rule

Treat others the way you would like to be treated.

Together, we can create a positive environment where everyone feels welcome.

Behavior Guidance & Discipline

When behavior concerns arise, staff will use age-appropriate guidance techniques designed to help children understand expectations and make positive choices. Depending on the situation, disciplinary actions may include:

- Verbal reminders and redirection
- A supervised cooling-off period away from the activity
- Loss of privileges
- Parent/guardian notification
- Behavior conferences with staff and parents
- Early dismissal from the program
- Suspension
- Expulsion from the program

If a child poses a danger to themselves or others, significantly disrupts the program, or repeatedly violates program expectations, a parent or guardian may be contacted and required to pick up their child within 30 minutes.

The Boys & Girls Clubs of Warwick reserves the right to suspend or terminate enrollment when a child's behavior cannot be safely managed or repeatedly interferes with the safety and well-being of others.

Zero-Tolerance Policy

To ensure the safety of all members and staff, the following behaviors will not be tolerated:

- ⚠ Possession or use of drugs, alcohol, tobacco products, or vaping devices
- ⚠ Possession of weapons or dangerous objects
- ⚠ Fighting, physical aggression, violence, or threats of violence
- ⚠ Bullying, harassment, intimidation, or discrimination
- ⚠ Intentional destruction or theft of Club property
- ⚠ Serious acts of disrespect toward staff, volunteers, or other members

Consequences

Violations of the Zero-Tolerance Policy may result in immediate suspension or permanent dismissal from the Boys & Girls Clubs of Warwick programs.



17. Contact Us

We value open communication and believe that strong partnerships between families and staff contribute to every child's success.

If you have questions, concerns, or suggestions, we encourage you to speak with your child's Program Director or contact our Administrative Office. We welcome your feedback and strive to provide the highest quality experience for every family we serve.



Leadership Team

Title	Name	Email
Director of Operations	Monique Rossi	Monique@wbgclubs.org
Associate CEO	Karin Kavanagh	Karin@wbgclubs.org
Chief Executive Officer	Lara D'Antuono	Lara@wbgclubs.org



Administrative Office



Phone: (401) 467-4385



Website: www.wbgclubs.org



Facebook: facebook.com/bgcwarwick



Thank You

Thank you for choosing the Boys & Girls Clubs of Warwick for your family's before and after school childcare needs.

We appreciate the trust you place in us each day and look forward to partnering with your family throughout the school year. Together, we can provide a safe, supportive, and enriching environment where every child can learn, grow, and thrive.

We look forward to a wonderful year together! 🌟