

Parent Information Sheet

Summer Theme: Ecology-“Naturally Fun”

- Our programming will have many activities that give attention to helping the planet and our community.

Every Day Info:

- **Footwear:**
 - Sneakers and socks are needed each day
 - If your child wears flip-flops please send sneakers and socks
 - Dress Shoes, especially ones with heels, are not appropriate or safe footwear for our program
- **Swimwear:** Every child needs to have their own swimsuit if they wish to swim...no swimsuits will be available to borrow. Swimsuits will be needed daily.
 - Swimsuits should fit your child without needing to be pinned
 - Swimsuits for girls should be one-piece or tankinis.
 - Please ensure that your child can put on their swimsuit with minimal or no assistance.
- **Clothing:**
 - If girls are wearing dresses or skirts please have them wear shorts underneath.
 - Please dress your child in temperature appropriate clothing.
 - T-shirts are not permitted to have obscene or otherwise inappropriate sayings or pictures on them.
 - All clothing worn should be clean and in relatively good condition.
- Please DO NOT allow your child to bring toys or electronics from home. We will not be responsible for toys or electronics that are lost, broken or stolen. We will also take these items from your child and hold them in an office until the end of the program day, if they do not put them away when asked.

Field Trips:

- We will be taking trips to the Broome County Parks every other Thursday. Your child(ren) will need to be here by 9:00 a.m. on these mornings. They will need to be prepared with sneakers, flipflops, swimsuit, towel, sunscreen and most importantly, a bag lunch on these days. We do not arrive back to the club until around 3:30 p.m. (No arrangements are made for children to remain at the club for the day.)
- Other field trips will be scheduled and there will be permission slips for you to sign prior to each of those events.

Incident Reports:

- **If there is an incident of record (accident or behavior) involving your child during program hours, a report will be left with the office staff for you to sign when you sign your child out. A copy will be made for you upon request.**

Signing- in and out:

- **Following our building policy, you must sign-in downstairs prior to coming up to sign your child in or out each day and sign-out when you leave.**
- **Following our program policy, you must sign your child in/out of the program each day on the designated sheet.**

Medical:

- **We are unable to administer medication to your child during program hours. If your child requires medication during this time, you must arrange for yourself or someone related to the child to come and administer the medication.**
- **If your child gets a stomach bug and is throwing up or has diarrhea, your child may not participate in our program until a full 24 hours has passed since the last incident of illness.**
- **If your child runs a fever, your child must be fever free for a full 24 hours before returning to program.**
- **If your child contracts a contagious illness, you must notify us of this as soon as possible.**
- **If your child has or contracts lice, he/she must stay home or will be sent home and may not return to program until lice are not present.**

Financial :

- **Payment is due prior to the start of each session.**
- **The reservation fee is non-refundable.**

Penalties/Late Charges/Fees:

- **\$.25** will be charged for any personal phone calls. If you do not wish for your child to be able to make calls, please inform us in advance. *(fee may be waived at the discretion of the director/office)*
- **\$15.00** will be charged if payment due is not received by the date of service. (Payment schedule is located in the parent agreement & your bill will be mailed to the address located on the personal information sheet in this packet)
- **\$5.00** fee will be charged for each additional ten minutes that a child has not been picked up on days for which the building closes early. This rule will take effect at

precisely 6:00p.m. on such days, so please watch for signs and refer to holiday schedules.

- **Refunds will not be issued for any emergencies in which the Club closes.**
- **Additionally no refunds will be issued unless we are notified of their absence at least one week in advance.**

Payment Due Dates: Payment is due by the ***Wednesday*** prior to the start of each session – see the chart below. **For payments in delinquency of more than one week, the Boys & Girls Club reserves the right to discontinue child care services until payment is made.** If services are discontinued due to overdue payments, the child's spot is not held or guaranteed.

<u>Session</u>	<u>Last day for payment</u>
I	June 22nd
II	July 6th
III	July 20th
IV	August 3rd

Child Abuse & Maltreatment Policy:

Any staff member that has any cause to suspect that a child is being abused or mistreated, must immediately report their suspicion. As mandated, the organization is required to report suspected abuse to the Department of Social Services through the NY State Central Register of Child Abuse – The individual who sees or hears about the abuse or maltreatment is responsible for that communication. All oral reports are to be followed by a written report of the incident within 48 hours using form DSS-2221-A. If the Department of Social Services does not find justification for the report, all data accumulated will be destroyed. If suspicion of abuse or maltreatment is found to be true and the child returns to the program, every effort will be made to rehabilitate child and family.

All information is to be kept confidential.

Child abuse hot line – 1-800-342-3720

Child Protective Services – 778-2647

Any staff member suspected of child abuse, maltreatment, or neglect of a child may be immediately suspended, without pay, pending an investigation. Investigation may take up to 60 days. At minimal the staff member will not be left unsupervised with children.

This information can be found in the OCFS Regulations 414.10

Discipline Policy:

- **Bullying (defined as intimidation of another student, threatening another student to obtain something from that student, constant belittling, slander, racial/gender/sexual orientation slurs, etc.) will result in the following consequences:**
 - **1st Time** – Your child will be sent home early.
 - **2nd Time** – Your child will be sent home early and suspended for the next day
 - **3rd Time** – Your child will be sent home early, suspended for one week and a parent conference will be held with the Youth Development Administrator at the Boys & Girls club.
- **Physical Violence (pushing and shoving) will result in the following consequences:**
 - **1st Time** – Your child will be in “In-Club Suspension” (they can be with our program, they will be with their group but only allowed to read a book, do homework or write an essay on how to treat other people) for one day and parent is notified.
 - If your child is placed in “In-Club Suspension” **three times within a month**, they will be suspended (out of club) for one day.
 - If your child receives “In-Club Suspension” **3x in the month, two months in a row** it will be a 1 week “Out-of-Club Suspension” and a parent conference with the Youth Development Administrator.
- **Physical Violence (biting, kicking, and any punch that is thrown, whether or not it connects) will result in the following consequences:**
 - **1st Time** – Your child will be sent home early and suspended the next day
 - **2nd Time** – Your child will be sent home early and suspended for a week
 - **3rd Time** – Your child will be sent home early, suspended for 2 weeks and a parent conference will be held with the Youth Development Administrator.
- **Theft will result in the following consequences:**
 - **1st Time** – Your child will be sent home early and suspended the next day
 - **2nd Time** – Your child will be sent home early and suspended for a week
 - **3rd Time** – Your child will be sent home early, suspended for 2 weeks and a parent conference will be held with the Youth Development Administrator.
- **Insubordination (defined as swearing at a counselor, utter refusal to follow reasonable and appropriate instructions given to them by a counselor) will result in the following consequences: *This is a safety issue.***

- **1st Time** – Your child will be sent home early.
 - **2nd Time** – Your child will be sent home early and suspended for the next day
 - **3rd Time** – Your child will be sent home early, suspended for one week and a parent conference will be held with the Youth Development Administrator at the Boys & Girls club.
- **Inappropriate Touching** (this will be determined based on age and circumstances of the situation, but in its most basic would include any touching of another child on parts of the body that are most personal and private) will result in:
- **1st Time** – Parent Conference with the Youth Development Administrator

Any Parent Conference could result in the termination of your child's enrollment in our program. This will be determined based upon circumstances of each situation including IEPs, age of the child, as well as your cooperation.

