

2023-2024
SCHOOL-AGE PROGRAM
BEFORE & AFTER SCHOOL
PARENT HANDBOOK

GREAT FUTURES START [HERE.](#)



BOYS & GIRLS CLUB
OF WEST SPRINGFIELD

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Welcome to the Boys & Girls Club of West Springfield!

The staff at the Boys & Girls Club of West Springfield would like to welcome you to our program. We look forward to getting to know you and your child and hope that you will all enjoy the program.

This parent handbook was developed especially for you as a reference. Please refer to it throughout the year as needed.

Mission

The Boys & Girls Club of West Springfield's programs provide year-round supervised quality child care programs for parents/guardians that are working or in a qualified training program. We shall not discriminate in providing services to children or their families on the basis of race, religion, cultural heritage, political beliefs, national origin, disability, or marital status.

Mission Statement

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

Core Beliefs

A Boys & Girls 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.

Program Philosophy & Overview

The Before & After School Programs are designed to provide services based on the child care needs for those parent(s)/guardian(s) that are working or in a training program. The program is operated by trained youth workers who design and implement a wide range of activities which encourage participation and recognition. The program is designed to provide child care after school hours and at times during the year when children are not in school. The hours of the program change during non-school periods. Children are exposed to a variety of activities and are given the opportunity to choose from a selection of teacher directed activities as well as mandatory participation in activities designed for specific age groups. Children are not forced into programs that they cannot participate in due to physical or emotional impairments. A group's maturity level and physical capabilities are used in program curriculums.

Program Goals & Objectives

1. To provide school aged children with the opportunity to participate in a wide range of educational, recreational, and social programs that foster physical, mental, and social development.
2. To care for children whose parents are working or enrolled in training programs.
3. To provide supportive services for children at risk.
4. To encourage and provide supportive services for children at risk.
5. Maintain a healthy, safe, and learning environment for children.
6. To allow parents to keep or find employment.
7. To encourage and foster an awareness of rights of others as well as understanding differences.

Who is Eligible

We serve youth between the ages of 6 through 13. Parents/Guardians must be working or enrolled in a qualified training program. Department of Social Services eligibility requirements are used to determine program eligibility. There is also income eligibility for the program, financial assistance, and scholarships available.

The Department of Early Education and Care (EEC)

EEC is the agency that oversees the early education and care program, before school, and after school services for families in Massachusetts. As the agency that licenses child care, EEC has quality standards for all licensed programs to ensure high educational value, as well as health and safety. Having a license means that our facility has demonstrated that we continually meet the standards outlined with the EEC regulations. We encourage all parents/guardians to read through the information contained in the parent handbook before filling out your child care enrollment form.

To obtain your own copy of EEC Family Child Care Regulations, you may download them from the EEC web site at:

http://www.mass.gov/Eeoe/docs/EEC/regs_policies/20090122_606_cmr.pdf

Enrollment

Our programs maintain strict state regulations and guidelines. The following are required to enroll in the School-Age Before & After School Program:

- Registration Form
- Financial Form (if needed, below are the required documents)
 - a) Most recent Income Tax Return
 - b) Most recent Pay Stubs (4 weeks)
 - c) Proof of Child Support
 - d) SSI Award Letter
 - e) Alimony
 - f) Food Stamps
 - g) Disability or other
- Paid the Registration Fee
- Read the Parent Handbook
- Have filled out the New England Farm Workers Voucher wait list form (only complete if you are applying for financial assistance)

Membership Records

EEC regulations require our organization to maintain an individual written record for every child we have in our care. These records include the information that parents/guardians complete at enrollment, as well as progress reports, incident reports, and other documentation regarding your child's care. Records are updated at least annually, but may be updated as needed.

As a parent/guardian, you have access to the records of your child that our membership office obtains and you have the right to add information or request the information in your child's record at any time. Also, you have the right to receive a copy of the record; however, our organization may charge a reasonable fee for that copy. Please let the Executive Director know about any questions you have regarding your child's record.

Children with Disabilities

The Club's Licensed Childcare Program will accept applications for any child with a disability. In determining whether to accept or serve a child with a disability, the Executive Director, with parental consent and as appropriate, may request information related to the child's participation in the program from The Local Education Agency, Early Intervention program or other health or service providers. The Executive Director will also request that the parent set up a meeting to discuss the disability. At this meeting based upon available accommodations, if any, required to meet the needs of the child at the program, including, but not limited to:

1. Any change or modifications in the child's participation in regular program activities.
2. The size of the group to which the child may be assigned and the appropriate staff/child ratio.
3. Any special equipment, materials, ramps, or aids.

The Club will provide written notification to the parent within 30 days of the receipt of the authorized and requested information if, in the judgment of the Executive Director and School-Age Coordinator that the accommodations requested by the parent/guardian would cause an undue burden to the program. The Executive Director and School-Age Coordinator will supply the reasons for the decision in writing. In addition, the notification shall inform the parents/guardians that they may contact EEC and request that they have determine if the program is in compliance with 102 CMR 1.03(1) and 7.10(2).

Children with Disabilities

In determining whether the accommodations requested are reasonable or would cause an undue burden to the program, the School-Age Childcare Program shall consider the following factors which include but are limited to:

1. The nature and cost of the accommodations needed to provide care for the child at the program.
2. Ability to secure funding or services of the program.
3. The overall financial resources of the program
4. The number of persons employed by the program.
5. The effect on expenses and resources, or the impact otherwise of such action upon the program.

The accommodations related to the toileting needs of a child with a disability who is not toilet trained shall not be considered an undue burden.

The program shall, with parental permission, participate in the development and review of the child's program plan in cooperation with the Local Education Agency, Early Intervention Program and/or other health and service providers.

The program shall, with parental permission, inform the appropriate administrator of special education, in writing, that the program is serving a child with a disability.

Parents/guardians of children with disabilities who have already successfully participated in the Program will not be required to meet with the Executive Director before re-enrolling.

Orientation

The School-Age Coordinator will provide parent(s)/guardian(s) and children with an orientation to the program. Please contact him/her for information.

Our Staff

The Boys & Girls Club staff are a group of dedicated professionals who are committed to providing a warm, caring, and stimulating environment for your child. Staff is hired based on their education, experience, and desire to work with youth. They are creative, caring, enthusiastic, and understanding. All staff are required to attend ongoing training in areas such as recognizing child abuse, positive discipline, child development and more.

Authorizations

Parents/Guardians are asked to provide the Club with the proper authorization forms concerning first aid and CPR consent forms, field trip forms, and use of photographs in promotional materials for the Club.

Parents/Guardians are also expected to provide the Club with a list of any person who DOES and DOES NOT have the authorization to pick-up their child from our program. Children will only be released to the parents/guardians or Emergency Contacts. In the event that someone else will be picking a child up, the parent/guardian **must supply a written note to the School-Age Coordinator. For the protection of all children in the program, parents/guardians and emergency contacts will be asked to show an ID when picking up a child.**

Late Fee Policy

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. Please have your payment ready, when picking up your child. Starting at **5:30 p.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 pick-up policy to avoid unnecessary phone calls. The Boys & Girls Club reserves the right to terminate any child that is chronically picked up late from the program.

Withdrawal from the Program

Parents must provide the School-Age Coordinator a written request to withdraw their child from the program. The note must be received two weeks prior to the child's last day in the program. Parents who fail to supply a two week notice will lose their initial deposit.

Referral Plan

If and when a staff member feels a child demonstrates behavior or symptoms that warrant concern or attention, the following procedures will be followed:

- A. Staff will contact the parent/guardian with their concerns.
- B. Parents/guardians will be given a list of places where services can be obtained or with appropriate or advisable suggestions on what can be done to assist with the program.
- C. After a reasonable time, staff will contact the parent/guardian and determine their progress in obtaining assistance to meet the needs of the child and determine if additional assistance or intervention will be necessary.
- D. Any referrals made by the Club staff will be documented in the child's records.

Parent Conferences & Involvement

The School-Age Coordinator will be available Monday-Friday between the hours of 8:30 a.m. and 5:30 p.m. to discuss any problems or concerns a parent/guardian may have with the individual programs. Special arrangements may be made with the School-Age Coordinator if these hours are not conducive to an individual schedule.

The Club encourages and welcomes parent/guardian involvement and input. Parents/guardians may request at any time to set up a conference with the School-Age Coordinator. Parents/guardians are welcome and encouraged to visit each of the programs at anytime and view program activities in action.

Parental Conduct

While in the building, parents/guardians are expected to act in a respectable and professional manner. Any concerns that they may have regarding their child, the staff, program, or other children shall be addressed with The School-Age Coordinator. If concern arises regarding the School-Age Coordinator, parents/guardians may contact the Executive Director. Any parent/guardian who displays negative, abusive or belligerent behavior or conducts themselves in a manner that is detrimental to the program or organization may have their child terminated from the program.

Volunteers

All volunteers must go through an interview process like staff. Volunteers will be required to attend an orientation of the specific program. Each volunteer is required to fill out a volunteer application which includes; a CORI & SORI form and an EEC background record check, as well as attend a required orientation. All volunteers will be under the supervision of an EEC qualified educator at all times, this includes parent/guardian volunteers as well. It is important to note that the Club does not consider the volunteers in their student ratio.

Child Guidance

1. It is the policy of the Boys & Girls Club of West Springfield to provide guidance and discipline in a fair and consistent manner. Guidance and discipline is learning. Good discipline involves compassion, caring, sensitivity, respect for the child and helping the child to understand that mistakes are a natural part of growing up. We believe that praise and encouragement are far more effective in promoting desirable behavior than a negative or punitive approach. It is our goal to provide our children with a supportive social and emotional environment where our children are given many opportunities for success through our varied activities. All our program staff shall direct discipline to the goal of maximizing the growth and development of our children and for protecting the group and individuals within it.
 - A. Corporal punishment shall not be used.
 - B. No child shall be subjected to cruel or severe punishment, humiliation or verbal abuse.
 - C. No child shall be denied food as a form of punishment.
 - D. No child shall be punished for soiling, wetting, or not using the toilet.

2. A step by step procedure should be taken in warning a child about inappropriate behavior and the consequences that will follow.
 - A. Verbal warning. Do not yell across the room.
 - B. Walk over to the child who is misbehaving.
 - C. Tell the child what he/she is doing wrong and ask him/her to stop.
 - D. If the child does not stop, give him/her a short time out.
 - E. If behavior still does not improve, fill out a parent notification form and notify the School-Age Coordinator.
3. It is strictly against the Boys & Girls Club of West Springfield's policy to resort to physical punishment of any sort when dealing with discipline matters. Striking a child shall be considered cause for discharge. Staff has a right to protect themselves if attacked and shall be expected to take action to the degree necessary to stop children who are fighting each other. Protecting oneself or stopping a fight should not require striking a child. In the event of a parental/guardian complaint or child complaint, the Executive Director will determine action on the individual circumstance of each incident.
4. If a disciplinary action has to be taken in a certain area such as the gamesroom, gym, middle school room, or pool, a child may not be able to participate in that particular program area for an extended period of time. Such action must be cleared through the immediate supervisor.

Behavior Management Policy

The focus of the CLUB's programs is to provide each child a reasonable degree of conformity to assist him/her to develop self-control, self-direction, self-esteem and a conscious guide to his/her actions. In order to accomplish this, the CLUB will employ three basic principles:

1. **Rules:** Standards of acceptable conduct and modifying undesirable behavior
2. **Consistency:** Providing the children with the rules of the CLUB and particular program areas, and supplying staff that reinforce those rules fairly and regularly.
3. **Rewards:** Reinforce desirable behaviors

The following policies will be adhered to at all times.

1. Staff will use discussion, explanation and reasoning to help children understand what is acceptable and non-acceptable behavior.
2. Staff will emphasize the educational rather than the punitive benefits of acting in the approved and appropriate manner.
3. Any child acting in a disruptive manner will be talked to by the staff member and reminded of the rules and acceptable behavior. Disciplinary action such as time outs will be employed if necessary.

4. Any child who persists in acting in a disruptive manner will be reported to the School-Age Coordinator who will follow through by:
 - A. Speaking to the particular child to determine the reasons for their actions and if actions can be corrected by the child.
 - B. If disruption persists the School-Age Coordinator will notify the parent/guardian to schedule an appointment to discuss and try to correct the disruptive behavior.
 - C. The group leader supervising the particular child will note behavior problems. A parent notification form will be made describing the extent of the incident, the date and time, and any actions taken to correct the behavior.
 - D. A copy of the parent notification form will be placed in the child's individual folder, a copy will be given to his/her parent/guardian and the original will be filed in the School-Age Coordinator's office.

Injuries

If a child is to become injured the following steps will be taken:

1. First Aid will be administered by a qualified person only.
2. An injury report must be filled out as soon as possible and placed in the bin at the membership office.
3. If the injury is serious the School-Age Coordinator should be notified immediately. If the child requires medical attention, a staff person will bring emergency information with them.
4. The School-Age Coordinator will notify the parents/guardians of any first aid that was performed. A copy of the injury report will be given to the parent/guardian, a copy will be put in the child's file, and a copy will be placed in the injury binder.
5. The School-Age Coordinator will record the injury in the injury log.
6. The School-Age Coordinator will notify EEC if the injury required emergency medical care.

Procedures for Identifying and Reporting Child Abuse/Neglect While in the Care of the School-Age Childcare Program

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

Any report of suspected abuse or neglect of a child will be immediately reported to the Department of Social Services and The Department of Early Education and Care. A meeting will be held with the staff member in question to inform him/her of the filed report.

The staff member in question will be immediately suspended from the program without pay, pending the outcome of the DCF and EEC investigations. If the report is screened out by DCF, the staff member cannot return to work with children until the investigation is complete. The decision will be made by the Executive Director and will be based on the seriousness of the allegations and the facts available.

If the allegations of abuse and neglect are substantiated, it will be the decision of the Executive Director whether or not the staff member will be reinstated with back pay.

All staff will cooperate fully with all investigations.

WE ARE MANDATED TO REPORT ALL SUSPECTED ABUSE AND NEGLECT CONCERNS TO DEPARTMENT OF CHILDREN AND FAMILIES (DCF) UNDER ALL CONDITIONS.

Curriculum and Progress Reports

The licensed program will be conducting progress reports on all of the children who participate in our before and after-school programs. These reports will be used to maintain communication with families, to track the progress of how children adapt to our program, and to help facilitate transitions into other programs. The reports will be based on observations of the children.

Medication Administration

EEC has regulations requiring staff to have a policy regarding the administration of medication to children in care. As a licensed Family Child care provider, we are required to take medication administration trainings. The following guidelines are common to all programs that are licensed by EEC:

Prescription Medication

- Prescription medication must be brought to the program in its original container and include the child's name, name of the medication, the dosage, the number of times per day, and the number of days the medication is to be administered. This prescription label will be accepted as the written authorization of the physician. All prescription medication will be secured in the membership office.
- The program will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician.
- The parent/guardian must fill out the Authorization for Medication Form before the medication can be administered.

Non-Prescription Medications

- The program needs written parental authorization to administer oral non-prescription medication. The parent must fill out the Authorization of Medication form, which allows the educator to administer the non-prescription medication. The statement must be renewed on a weekly basis.
- In case of unanticipated non-prescription medication that is used to treat mild symptoms (e.g., acetaminophen, ibuprofen), the program must still have written parental authorization; however it must be reviewed annually.
- The educator will make every attempt to contact the parent/guardian prior to child receiving the non-prescription medication unless the child needs medication urgently or when contacting the parent will delay appropriate care for the child.

All Medications

- The first dose must be administered by the parent at home in case of an allergic reaction.
- All medications must be given to the educator directly by the parent/guardian.
- All medications will be stored out of the reach of children. All medications that are considered controlled substances must be locked and kept out of the reach of children.
- The educator will be responsible for the administration of medication. In his/her absence, the designated person will be the *Membership Office Director*.

Oral Health

Proper oral health begins at home, and we will be reinforcing good oral health practices with your child each day. If your child is in care for more than 4 hours per day, our organization requires assisting your child with tooth brushing at the program.

[] I would appreciate if you would provide a toothbrush and toothpaste for my child, which will be stored in a safe and sanitary manner at the program.

[] I will be providing tooth brushing materials for the program to be kept during the program.

Custody Agreements

If there are any issues regarding custody or restraining orders issued against any primary guardian or immediate relative of the child enrolled, a copy of those arrangements must be on file at the Club. If these orders are not on file, the Club can release the child to either parent/guardian. The custodial parent/guardian and the authorities will be notified in case any issues or concerns relating to the arrangements on file arise.

Parent Notifications

The following is a list of requirements that will result in parent/guardian notifications:

- An injury to your child
- Allegations of abuse or neglect regarding your child
- If another educator will be caring for your child
- Administering first aid for your child
- Communicable disease has been identified in the program
- Children being taken off the child care premises
- Existence of firearms in the home
- If there are any changes in household composition
- Prior to any pets being introduced into the program
- Special problems or significant developments arise

Please Note: *All disruptive & inappropriate behavior will be documented on a Parent Notification Form, depending on the severity of the child's actions, may result in suspension. Staff will use a 3 strike rule.*

Medical Information

Medical information about your child must be given to the School-Age Coordinator within (1) month from the day your child begins care. There are (3) pieces of medical information needed:

1. A statement from a physician or health care professional that says that your child received a physical exam within the past year.
2. Evidence that your child has been immunized as recommended by the Department of Public Health.
3. If your child is (9) months of age or older, a statement from a physician or health care professional which says that your child has been screened for lead poisoning.

Please Note: Your child's immunization record must be updated and given in accordance with the Department of Public Health's immunization schedule. Also, your child's lead screening report must be updated as required by Department of Public Health Regulations. We can accept a written statement with the required medical information if it is on file with the child's school.

Immunization Records

Parents must have a copy of their child's immunization record on file at his/her school or at the Club. Records must be kept up to date and include lead testing. Children will not be allowed into the program unless a record of immunization is present at the school or at the Club.

Inclement Weather Policy

NO SCHOOL

If the school is closed due to inclement weather, the Boys & Girls Club will make every effort to open for regular hours.

INCLEMENT WEATHER

If the Club is already open and the weather changes, making it necessary to close early or if the weather makes opening the Club not possible the following procedure will be implemented:

Early dismissal or closings will be announced on WHYN 93.1 FM, CHANNEL 22, and CHANNEL 40.

***Please Note:** No refund/adjustments in fees can be made for days missed because of inclement weather.*

Clothing

Please remember this is a recreational program. Children must dress for play. Pants or shorts and sneakers and socks are required to play in the gym. Since children use the gym most days please have them wear or bring sneakers and socks every day. Please be aware that children will often participate in art projects at the Club. Although most of the products the Club uses are washable and smocks will be provided, accidents can happen and art is messy. For this reason the Club asks that children wear clothes that can get messy.

Toys & Accessories

Children are not allowed to bring hand held electronic games, ipods, radios, toys, jewelry, cell phones, excessive money or trading cards to the Club. These items are easily misplaced, stolen, or broken so please inform your children that these items should be left at home. The Club staff are not responsible for lost, damaged, or stolen items.

Healthy Children – PLEASE SEE COVID 19 – Health and Safety Policies

Your child's health and safety is of major importance to the Club staff. Please advise the staff at time of check-in of any special health problems (i.e. asthma, allergies, etc.) we'll need to be aware of as care-takers of your child. In consideration of the other children and staff, we ask that you not bring your child to the Before & After School Program with any of the following:

1. Fever of 100 degrees or higher. Children must be free of fever for 24 hours before joining us at the Club.
2. Vomiting at least once in the last 24 hours.
3. Diarrhea occurring at least once in the last 24 hours.
4. Draining Rash
5. Eye discharge or 'pink eye'
6. Symptoms of measles, chicken pox, strep throat, or other contagious childhood diseases.
7. Green nasal discharge
8. Lice or gnats
9. Ringworm

Please note: All children who are absent from school due to being sick will not be allowed in program that day.

HOLIDAY CLOSINGS

The Club will be closed on the following Holidays:

- Labor Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Columbus Day
- Christmas Eve
- Christmas Day
- New Years Day
- Good Friday
- Memorial Day
- Independence Day
- Juneteenth

Emergency Procedures

FIRE/FIRE DRILL

1. Program staff are to escort members from their direct care area out of the building immediately (using the closest and safest exit).
2. The Executive Director is responsible for securing the clearance of all areas of the building. (In the absence of the Executive Director, School-Age Coordinator or designated staff person will be responsible for securing the building.
3. In case of a fire or injury contact the West Springfield Fire/Rescue Department and the West Springfield Police Department will be notified.
4. In case of emergency all members and staff will meet in front of the club in the parking lot away from the building. Once outside take a head count, check for any injuries. **THE ATTENDANCE SHEETS IN MEMBERSHIP MUST BE TAKEN.**

MEMBERSHIP OFFICE: Membership Director or designated staff person will be in charge.

5. Once the building is cleared, for false alarm or fire drill, personnel and members may re-enter the building.

MEDICAL EMERGENCY

1. Activate the 911 System.
2. The first staff person to respond to the injury should stay with the injured party and send the closest person for more help.
3. Contact emergency medical personnel immediately.
4. Keep injured party calm, and comfortable as possible.
5. Check registration forms for other medical information.
6. Contact parents/guardians or emergency person listed.
7. Notify the Executive Director or the School-Age Coordinator in the facility at that time.

Loss of Power/Heat/Hot Water

- Contact the Executive Director if not already present in the facility.
- Contact local utilities companies for the related problem.
- If problem is not corrected, then parents/guardians will be notified for pick-up.

Non-Life Threatening Emergencies

1. Keep injured party comfortable.
2. Give necessary first aid treatment – ice, band-aid, etc.
3. Contacts parents/guardians, if injury needs medical attention that is not life threatening and parents/guardian cannot be reached, contact emergency person listed.
4. If injury is a BEE STING staff must have the office check medical information immediately for allergic reaction – if not allergic or stung for the first time monitor for any reaction.
5. Notify School-Age Coordinator, or person in charge. You must notify the Executive Director.

WEATHER EMERGENCY

In the event of a weather emergency during program hours, the children will be taken to the middle game room and implement the crash position with all staff members present.

AREA EVACUATION

In the event that an evacuation of the area occurs, the bus driver will be called and children will be brought to the Memorial School (if within 1 mile) of evacuation or the Springfield Boys & Girls Club (if within 3 miles) of evacuation.

PROGRAM SCHEDULE

Before School Program

7:00-9:00 AM

- Games Room and/or
- Bus to School

After School Program

2:30-5:30 PM

- Snack
- Assembly
- Homework Help
- Computers
- Gym / Teambuilding Activities
- Outdoor Play
- Character Development
- Field Trips & Tournaments

Health & Safety Protocol (updated 3/23/2021)

Purpose:

This protocol is meant to be used by all staff and club members reporting to the West Springfield Boys & Girls Club to ensure consistency of standards and practices designed to safeguard the safety of our members, staff, and community.

Steps that will be taken to prevent the spread of illness in our program:

- **All sick individuals are required to stay home.**
- All individuals coming into the building will go through a brief health screening prior to being admitted into program space.
- Social distancing and increased hand hygiene protocols will be in place during all programs.
- Cloth face coverings will be required at all times throughout the day. Please provide 2 clean masks for your child daily. Mask breaks will be available at various times.
- Staff will regularly monitor children for illness symptoms and will report any concerns to the Director in charge.
- A safe space has been designated for a child who may become sick during program.
- New drop off and pick up procedures will be enforced to avoid unnecessary person to person contact.
- Parent meetings regarding concerns about a member will happen virtually unless otherwise determined by the Director of Operations or Executive Director.
- Increased cleaning and sanitizing procedures is conducted before and after a group uses a program space.
- Parents are not allowed beyond the designated pick up and drop off location. Special arrangements may be made with the Director of Operations or Executive Director.
- Pick up and drop off times will be strongly enforced. Any special drop off or pick-up times outside of the designated times must be coordinated with the membership office.
- Staff are trained of all new policies and procedures prior to being allowed to work in any program.
- Group sizes will be smaller, and rooms have been designed to create better separation of groups.

Parent Handbook COVID-19 Policies (updated 11/23/2020)

Parents/guardians should take their child's temperature each day prior to arriving to the Club. Children with a fever (temperature over 100°F) need to stay home. Children must be free of fever reducing medication before temperature is taken.

Should a child or family member test positive for COVID-19, the family should alert the Club immediately.

Parents/guardians must be prepared to pick up their child at any time in the case the child gets sick or the Club needs to close for any reason. Parents/guardians must have a plan to pick up the child within 45 minutes of being called. Failure to make contact with a parent/guardian or emergency contact will require DCF involvement.

There will be no outside visitors allowed into the program. Any parent conferences with directors must be planned and held outside of program hours.

Anyone coming to the Club to pick up a child must be wearing a face covering or entry will be denied.

Parents will schedule drop off and pick up during a specific time window and will wait in designated area for child to arrive for pick up from program. During registration parents will select a 15 - minute time window to allow for staggered drop off. Confirmation of their time will be given to them after registration and before program starts.

Drop off and pick up for school age children will be at the blue gym door. Please follow all social distancing policies and procedures during drop off and pick up.

Parents/Guardians must use one door for entry and the other for exit. Practice social distancing while picking up and wait on the designated "spot" on the floor.

Drop off and pick up for Preschool children will be at the Preschool blue door.

The membership office will be used for special drop off/ pick up times that must be prearranged with the membership office. For example: a child who has a doctor's appointment.

Children will be signed in and out electronically. A report will be immediately printed at the end of Drop Off, and the designated staff assigned to the room will also maintain attendance.

Parents will be provided with information related to COVID-19 including symptoms, transmission, prevention, and when to seek medical attention.

Parents will also be encouraged to discuss safety measures with their children. We will encourage developmentally appropriate ways to share information with their children.

Parents are required to sign a waiver allowing their children to use hand sanitizer in place of handwashing when a hand wash sink isn't readily available.

THIS FORM IS SUBJECT TO CHANGE WITH UPDATED REGULATIONS.

Confirmed Case of COVID-19 of a member or staff

Notify the West Springfield Board of Health (413) 263-3206. The Board of Health will advise the Club on identifying anyone who may have potential exposure to COVID-19 based on timing of the individual's illness and the types of interactions they had with staff and children while they were infectious.

The West Springfield Board of Health will complete an assessment and will inform any individuals that should be self-quarantined for 14 days following their exposure with an individual who has a confirmed case of COVID-19.

All program areas that were used by the confirmed case of COVID-19 will be closed off. Doors and windows will be opened to air the rooms out and allow droplets to settle.

After at least a 24-hour period the room must be cleaned and disinfected. The 24 hours allows the droplets to settle before cleaning and disinfecting. All areas used by the individual must be cleaned and sanitized areas include but are not limited to bathrooms, program spaces, offices, and common areas.

If more than 7 days have passed since the person who was confirmed sick visited or used the Club, additional cleaning and disinfection is not necessary. Routine cleaning and disinfecting will be continued.

Returning to the Club after testing positive for COVID-19

Children or staff must stay away from others for 10 days from the first day symptoms appeared AND be fever-free for 72 hours (without fever-reducing medications) AND had significant improvement in their symptoms.

If the child or staff member tests negative for COVID-19 or the doctor says they do not have COVID-19, they cannot return until 72 hours after the fever is gone (without fever-reducing medications) and symptoms get better.

Child or Staff Member who has a household member test positive or comes in direct contact with someone who has tested positive.

Child or Staff member must notify the Club. They will be required to quarantine for 10 days starting from the date of exposure. They may return to program on the 11th day. If the close contact is tests negative on the 5th day from exposure they may return to program on the 8th day.

The guidance from Local Board of Public Health will supersede any Club policies and procedures.

THIS FORM IS SUBJECT TO CHANGE WITH UPDATED REGULATIONS.



Returning to the Club after testing positive for COVID-19 (update 8/16/22)

- Children and staff who test positive must isolate for at least 5 days. If they are asymptomatic or symptoms are resolving and they have been fever free without the use of fever-reducing medicine for 24 hours, they may return to programming after Day 5 and should wear a high-quality mask through Day 10:
 - If the individual is able to mask, they must do so through Day 10.
 - If the child has a negative test on Day 5 or later, they do not need to mask.
 - If the individual is unable to mask, they may return to programming with a negative test on Day 5 or later

Returning to the Club after close contact exposure for COVID-19

- Quarantine is no longer required nor recommended for children or staff in program regardless of vaccination status or where the exposure occurred. All exposed individuals may continue to attend programming as long as they remain asymptomatic. Those who can mask should do so until Day 10, and it is recommended that they test on Day 6 of exposure. If symptoms develop, follow the guidance for symptomatic individuals, below.
 - Symptomatic individuals can remain in program if they have mild symptoms, are tested immediately, and that test is negative. Best practice would also include wearing a mask, if possible, until symptoms are fully resolved. For symptomatic individuals, DPH recommends a second test within 48 hours if the initial test is negative.
 - If the symptomatic individual cannot be tested immediately, they should be sent home and allowed to return to their program if symptoms remain mild and they test negative, or they have been fever-free for 24 hours without the use of fever-reducing medication and their symptoms are resolving, or if a medical professional makes an alternative diagnosis. A negative test is strongly recommended for return.

Message for all Parents /Guardians

The Boys & Girls Club of West Springfield wants to work with all parents/guardians to assure the optimal growth and development of your child. We hope that you find the Parent Handbook useful as it was designed especially for you. Please carefully review the handbook and sign the bottom portion of the sheet below. If you have any questions or concerns please contact The School-Age Coordinator of the Before & After School Programs.

Please Print

I, _____ have reviewed all the information in the Parent Handbook and have read and discussed the Behavior Management Policy with my child. I agree that staff has appropriate expectations for my son/daughter, _____, and set up guidelines and environments that minimize the need for discipline.

Parent/Guardian Signature: _____

Date: _____

Child's Signature: _____

Date: _____

GREAT FUTURES START [HERE](#).



Boys & Girls Club of West Springfield

Hours of Operation: [Monday-Friday](#)

615 Main St

[Before Care:](#) 7:00 a.m. - 9:00 a.m.

West Springfield, MA 01089

[After Care:](#) 2:30 p.m. - 5:30 p.m.

(P) 413.736.1831

(F) 413.731.8339

www.wsbgc.com

“Great Futures Start [Here](#)”

Before & After School Fees:

[Before School Cost: \\$45.00/week](#)

[After School Cost: \\$95.00/week](#)

[Before & After School Cost: \\$140/week](#)

[Full Day Cost: \\$39/day](#)

Transportation provided to the following West Springfield schools

School Start Times

John Ashley: 9:00 a.m.

Mittineague, Tatham, Fausey, Memorial & Coburn: 8:15 a.m.