



Member/Parent Handbook



BE GREAT



Boys & Girls Club of Oyster Bay-East Norwich

The Bahnik Youth Center

1 Pine Hollow Road, Oyster Bay, New York 11771 516-922-9285

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WELCOME TO THE BOYS & GIRLS CLUB OF OYSTER BAY-EAST NORWICH

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

We are excited to have your child(ren) join as members of the Club! We look forward to a positive and fun experience with them as Club members. We strive to serve families by providing quality programming for children. Our program offers the opportunity for children to enjoy a safe and warm, child-oriented experience. This handbook contains information regarding your child's participation in our out-of-school programs. It is very important that you read this handbook and keep it readily available as long as your child(ren) is enrolled in our programs. It will answer many of the questions you have about the Boys & Girls Club of Oyster Bay-East Norwich.

Our Club has expectations every member must follow to ensure a safe and enjoyable experience for all members. There may be other rules for specific programs or situations, as needed. Violation of any of the Club rules could lead to suspension or termination of membership. Members must abide by the same rules whether on Club property, off site in a Club-sponsored program, or in a Club vehicle.

Club Membership, Procedures and Fees

Hours of Operation

The Boys & Girls Club of Oyster Bay-East Norwich's business office will be open each day from 9:00 a.m. to 5:00 p.m., Monday – Friday. The Club will be open from 2:45 p.m. to 6:30 p.m., Monday – Thursday, and 2:45 p.m. to 8:30 p.m., on Friday, for all members during the academic school year. There will also be summer programs provided.

"Friday Night Fun," "Teen Take Over" nights, and special events will be scheduled and announced, as planned.

The Boys & Girls Club of Oyster Bay-East Norwich will follow the Oyster Bay-East Norwich Central School District calendar. The Before School Program and the After School Program will be closed when school is closed. The Club is open most days children's schools are on recess and operates a Full Day Camp during these recesses. Full Day Camps will be announced, as planned.

The Office and Club will be CLOSED the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Friday after Thanksgiving, Christmas Eve, and Christmas Day.

Membership/Enrollment

Membership consists of a completed Membership Record, payment of the membership fee, and a completed Blue Card. A child may not begin participating in any Boys & Girls Club program until all required documentation and fees are received at the Club. For your child's well being, the information you provide must be complete and accurate. This information is necessary to maintain funding, state compliance and records for Boys & Girls Club service. Mini Members (ages 3 and toilet trained to 5, and not yet in kindergarten) are required to provide a completed Medical Record, signed by their doctor, in addition to the forms listed above. A new Membership Record must be filled out each year for both new and renewing memberships. Members with allergies must have an Individualized Health Plan (I.H.P.) completed by their doctor and on file at the Club. Members who require emergency medication for their allergies, such as an Epi-pen or inhaler, must leave one at the Club. Please see the Health Policies Section of this document for more information. Torch Club/Keystone Club/Teen Volunteers must complete a form specific to the Club they are joining, in addition to the required membership documentation. The Boys & Girls Club of Oyster Bay-East Norwich does not discriminate against individuals based on race, color, creed, ancestry, national origin, gender, sexual orientation, handicap or disability in any of its policies, practices or procedures. Youth must be registered in school in order to be a Club member.

Guest Members

During the program year, the Boys & Girls Club of Oyster Bay-East Norwich may offer programs on a trial basis that do not require membership. To participate in these activities, a Non-Member Record and Blue Card, signed by a parent or guardian, is required. Non-Members will need to sign in at the Control Desk and will need to be signed out when leaving by the parent or guardian listed on the Non-Member form.

Confidentiality of Information

The privacy of Club members and their families is of the utmost importance to the Boys & Girls Club of Oyster Bay-East Norwich. All membership forms, health history forms and other documentation regarding Club members and their families

will be kept in strict confidentiality and placed in individual member files. These records are stored in a file cabinet in the Club office, as well as a secured online record keeping system. Upon request, parents/guardians may have access to view all records and reports maintained on their children.

Membership Cards

One membership card will be provided to each new and renewing member upon completion of all membership requirements. Members are expected to bring their card each day. Cards are used to check in and check out of the Club, and to check out equipment once at the Club. Replacement cards are available for \$1.00, if needed.

Release of Members

Anyone approved to pick up your child should be listed in the Authorized Pickup section of the Membership Record. Your child(ren) will only be released to individuals who have been identified on the Membership Record and who have appropriate photo identification. It is your responsibility to notify the Club of any additions or changes to the list of those who have your permission to take your child(ren). Please understand that for the safety of the young people we serve, the Boys & Girls Club of Oyster Bay-East Norwich will strictly adhere to this policy. In the event someone else will be picking up your child, the Club needs to be notified in writing. Even if it is an emergency, the Club requires permission to release your child to someone other than you. Written documentation naming the person(s) authorized by the parent/guardian for the release of the child(ren) is required for dismissal. An adult, 16 years of age or older, must sign the member out. There are no exceptions to this policy. Amended authorizations may be hand delivered to a Director at the Club, emailed to LRubin@bgcoben.com or faxed to the Club at (516) 922-6918, but you must first speak to someone at the Club and tell them how you will be sending your amendment.

Club staff members will assume that both parents have the right to pick up their child(ren), unless a court order stating otherwise is on file. Without a court order, the Club staff members cannot refuse a parent. If the Club has a court order and a non-custodial parent tries to pick up the child, the Club will call the custodial parent. If the non-custodial parent leaves with the child, the Club will immediately call the police and report the situation. The Club will not place the other children at risk in a confrontation with the non-custodial parent.

It is very important to the Boys & Girls Club of Oyster Bay-East Norwich that your child arrives home safely. Therefore, if the person who arrives to pick up your child appears to be intoxicated or otherwise incapable of bringing your child home safely, the Director will call the other parent or the emergency contact. If the parent refuses to agree not to transport, the Club staff will call the police and report the parent as intoxicated.

In cases of illness or discipline problems, a parent/guardian is required to come immediately to pick up the child.

Kindly be courteous drivers when picking up your child(ren) from the program. PLEASE do not double park, stop in "no parking areas," and/or block driveways or fire hydrants.

If you give your permission (indicated on the Membership Record) that your child(ren), grade 6 and up, are allowed to walk/bike home alone or with siblings, the Boys & Girls Club of Oyster Bay-East Norwich will not be responsible for any decision your child makes once they have been dismissed from our program (i.e., child obtains ride from unknown adult or friend or takes alternate path in getting home).

Late Pick Up

All children are required to be picked up by the scheduled closing time each day. In the event pick up should be delayed on any given day, a late fee of \$10.00 will be imposed for each 15-minute interval of time for which staff members are detained. Please note, for example, that pick up will be considered "late" at 6:31 p.m. for a 6:30 p.m. ending time for program. Please further note that payment of said late fee will be due and must be paid on the day said lateness occurs. Children will not be admitted back into the Club until payment has been made for any late pick up. It is the parent's responsibility to continually review and be aware of scheduled closing times. Please check the parent information board each day for this and other time-sensitive information about programs. Chronic lateness will result in cancellation of registration.

Fees and Payment Policy

Timely payments will enable us to better serve your child. Therefore, it is necessary that you pay for all programs in advance. Please pay close attention to registration deadlines and fee structure, as some programs increase in price as you get closer to the date. All prices are subject to change. Payment is required prior to the start of each program/activity.

Members may not return to the program until any outstanding balance has been paid (this includes an outstanding balance for a late fee payment.)

Returned Check Fee

A \$30.00 processing fee will be charged for any check that is not accepted by the bank and is due within one week of notification. After two returned checks, registrants will be required to pay all future payments by money order.

Refunds

Under no circumstances will a refund be issued for absences, changes, withdrawals or terminations for any programs offered by the Boys & Girls Club of Oyster Bay-East Norwich. Switching of days and/or transferring of registrations are not permitted. Refunds will only be offered when the Boys & Girls Club of Oyster Bay-East Norwich cancels a program. At that time, a credit for an alternative program will be offered.

Scholarships

Partial scholarships are available for certain programs and/or classes. Those interested should complete and submit a scholarship application form and requisite tax returns, as well as W2 forms. Allowance should be made for at least a 4-week waiting period for scholarship determination. Those who choose to attend the program(s) before receiving notification of eligibility will be charged full cost of program(s) until scholarship takes effect.

Spanish-English Assistance

The Boys & Girls Club of Oyster Bay-East Norwich has a Bilingual Outreach Worker on staff to guide and inform parents on how to register their children, apply for scholarships, interpret/translate written communications and/or answer any questions they may have about the Club's programs. Cathy Barrundia may be reached by email at cbarrund@bgcoben.com, or by phone at 516-922-9285, ext. 10.

Child Care Tax Credit

According to tax regulations, the Federal Employer Identification Number of your child care provider must be reported. To receive child care tax credit, the following number should be used: 11-2136505.

Changes in Enrollment and Termination Policy

There are a limited number of openings for participants in our programs; therefore, registration is on a first-come, first-serve basis. If you decide to withdraw your child(ren) from the Club or any program, we require written notice of termination in advance. For the Before and/or After School Program, written notification on the Termination Registration Form is required before the third Friday of the month prior to the month for which child care was to be provided. Such cancellation will only be considered official upon the receipt of the Termination of Registration Form. After completing and signing the Termination of Registration Form, it is the parent's responsibility to deliver same to one of the following employees of the Club: Lorraine Rubin, Child Care Director; Jean Marie Weiner, Program Director; or Donna Prisco, Administrative Assistant, who will sign off on the form and provide the parent/guardian with a fully executed copy for their records. Parents who fail to provide written notification of withdrawal by using the Termination of Registration Form will be billed as if still registered in the program(s). Once monthly tuition payment is submitted, no refunds will be approved should a child's registration be cancelled prior to the end of the month for which payment has been rendered. There will be no exceptions to this Club policy.

Absences

Please call the office, at 922-9285, ext. 19, or email LRubin@bgcoben.com, if your child will not be in attendance on any given day. It is the obligation of the parent to advise the Club of this information.

Text Notifications

"Remind" is an App that provides an easy way for parents to receive text notifications on Club events, deadlines, inclement weather, emergencies, and programs. Phone numbers are not shared during this process. Text @bgcoben to 81010 to join the Club's school year "Remind" group.

Photographs

I understand that the Club herewith gives notice of intention to provide, release, and/or publish, member's name, age, grade, photographs/digital images, parents'/guardians' names, recognition of activities and participation, awards received, etc. in Boys & Girls Club's printed materials such as brochures, news releases, as well as videos, websites and/or social media venues. I will make a specific request in writing to the Executive Director within one week of membership activation date should I not desire the release of said information.

Information Exchange

I give permission to the Boys & Girls Club of Oyster Bay-East Norwich to exchange information regarding my child with the school listed on my child's Membership Record and understand that the purpose of this is to help both organizations do a better job of helping the member, if deemed necessary.

HEALTH, WELLNESS AND SAFETY

Snacks and Meals - Please read, respect and adhere to guidelines listed in the Food Allergy Section

Before School Program: breakfast will be provided daily. A calendar outlining breakfast offerings will be available at the Club.

After School Program: an afternoon snack will be provided daily. A calendar outlining healthy snack offerings will be available at the Club. On school half days, if you sign your child up to attend the program early, you must send your child with a lunch to eat here at the Club.

Early Dismissal Program: During Early Dismissal Program, you must send your child with their own lunch.

Full-Day Program: During Full-Day Programs, you have the option to either send your child with their own lunch or have the Club provide it for you, for an additional fee.

Summer Camp: All campers must bring lunch to camp each day. Lunch can only be purchased on trips days that indicate there is a buying option. Please check the "What to Bring Calendar" for these days.

Friday Night Fun: Dinner will be served at Friday Night Fun events. At times, snacks will be served, too. Parents do not need to send their child(ren) with food, but can do so if their child does not like the meal that is being served. On occasion, program activities will include having the children prepare their own snacks. On party days, special snacks will be served.

Posting of Menus

All snack and meal menus will be available at the Club. Menus will be dated and kept on file for at least three months afterward. Any changes in a planned menu will be recorded on the copies of the menu kept on file and posted for parents.

Food Allergies

Certain members of the Boys & Girls Club have severe food allergies to dairy, peanuts, tree nuts and eggs. As you know, food allergies are a growing concern, as millions of children -- children who are perfectly healthy and normal in every other way -- must watch every single bite they eat or risk suffering a severe or even life-threatening reaction.

A major health issue such as this must be taken very seriously, and it is important that there is strict avoidance of these foods in order to prevent a life-threatening allergic reaction. While emergency treatment is available for allergic reactions, there is no cure yet. The only treatment for food allergies is strict avoidance of allergens. Sometimes even a small amount of an allergen can cause a deadly reaction.

To reduce the chance of this occurring, we have implemented the following safety guidelines and ask your help to provide a safe environment:

- Please do not send any peanuts or tree nuts, peanut butter or foods containing peanut/tree nuts or peanut butter to be eaten as snacks or for lunch. When choosing snacks or food to send with your child, please read the ingredient list on the labels very carefully to ensure that nuts or peanuts are not listed as actual ingredients. This means product(s) cannot contain peanuts and cannot have the following warnings: "may contain...," "processed in a facility...," and/or "manufactured on shared equipment..."
- We will not conduct any projects that involve foods containing peanuts and/or nuts, or foods manufactured in a facility that processes peanuts or tree nuts.
- Only store bought, prepackaged foods with an ingredient label may be sent to the Club to share with other children.
- Many nut allergies are most serious and can be "airborne." If your child ate a peanut product for breakfast or lunch; we would greatly appreciate your making sure that his/her hands are washed with soap and water and that his/her teeth are brushed before leaving for school.
- We would ask that you discuss food allergies with your child. Please ask them not to share or trade food with any of their friends.
- Field trips, guest speakers and visitors are the highlight of our programs for many children, but can pose challenges for families managing food allergies. Please be advised that when members travel off site for trips, those venues may not be safe for children with certain allergies. While we are dedicated to being allergy sensitive, there are instances on field trips when nuts may be served at vending machines/concession stands, or and may be brought in accidentally, or by other groups visiting the facility. While we cannot guarantee an allergy-sensitive environment on trips, we will do our best to work with families.

This is a learning process for all of us, but we trust that you understand how deeply important it is to respect and adhere to these guidelines. While we cannot guarantee an allergen-free environment, we, at the Boys & Girls Club, are an allergy-sensitive facility.

Other Dietary Restrictions

Parents whose children have dietary restrictions or special diets, due to religious beliefs or other practices, should submit documentation to the Club. A copy of these restrictions will be placed in the child's individual file. All staff members having direct contact with the child shall be informed about a child's dietary restrictions, special diet or food/other allergies.

Special Health Needs

Parents are to provide the Club with any information on a child's special health needs or conditions upon enrollment or upon the onset of the condition. A copy of the information will be placed in the child's file, and all staff who are responsible for the child's care will be properly informed. This included any allergies and/or health issues a Club member is diagnosed with, as well as the proper method of treatment (i.e., asthma: treat with inhaler-child should administer him/herself).

Health Policies

Parents will be contacted to pick up their children if any of the following health problems occur: high temperature, vomiting, uncontrollable or persistent coughing, diarrhea, symptoms of acute illness, or complaint of severe pain. The staff will provide appropriate emergency health care. The care will include the administering of CPR and/or first aid in the case of injury, the obtaining of emergency health care, and arranging for the transportation of children in need of emergency health care, with immediate notification of the custodial parent, guardian, or person having legal custody.

The program staff will provide a child who has or develops symptoms of illness a place to rest quietly that is in view of, and under the supervision of staff. In the event that a child has or develops symptoms of illness, the custodial parent, guardian, or person having legal custody will be notified immediately. The home and work telephone numbers of parents and individuals designated as emergency contacts must be provided with registration materials. Be sure to add or correct information, as needed, during the school year or during the Summer Camp program. As a result of staffing requirements, a child cannot always be kept inside when the rest of the group is outside.

If your child has a communicable disease, you must notify the Boys & Girls Club. Children with infections or communicable diseases may return to the program only with the permission of the Child Care Director.

In case of accident or injury, I authorize any and all emergency medical, dental, and/or surgical care and hospitalization advised by the physicians, surgeon or hospital necessary for the proper health and well being of my child. I agree to the transportation of my child for off-site field trips, as well as in the event of a need of emergency health care, with immediate notification of the custodial parent, guardian, or person having legal custody.

Individualized Health Care Plan (I.H.C.P.)

If a child has an allergy and requires the use of emergency medication, such as an Epi-Pen or inhaler, members must have an I.H.C.P. on file that is signed by the parent/guardian, the child's doctor and the Child Care Director. This form stays with the child's medication, when it is on site. The Club requests that you provide us with the emergency medication, in its original container, with your child's information clearly marked from the pharmacy to be left onsite for the duration of your child's membership in the event of an emergency. If your child's allergy is food related, you must also provide us with a Food Allergy Plan that must be filled out and signed by your child's doctor.

Medication Administration Training (M.A.T.)

The Boys & Girls Club of Oyster Bay-East Norwich is not a M.A.T. certified site. This means we CANNOT administer medication to members. Parents must make arrangements for children to take medication prior to arriving at the Club, or arrange for someone to come to the Club and administer the medication for them. This authorization must be in writing in order for the Club to allow the medication to be administered.

Safety of Members

Our greatest priority is to provide a safe environment and have a positive impact on the lives of our members. We want to make you aware of the great lengths we go to, to assure the safety of all members.

1. All staff, adult volunteers and interns have completed background checks prior to working with the youth, as well as have participated in an orientation and training.

2. If you, as a parent or a member, have any concerns or issues with staff, interns or volunteers, we welcome you to speak with Lorraine Rubin, Child Care Director, or Jean Marie Weiner, Program Director. There will be no repercussions to your children if you voice a concern, and confidentiality is, of course, maintained.

Parent/Guardian Behavior Information

Boys & Girls Club of Oyster Bay-East Norwich is committed to fostering a positive and enriching environment for both children and our staff members and will address inappropriate or unacceptable behaviors by parents/guardians on a case-by-case basis. Our concern for both children and staff extends beyond program hours. If a staff member suspects a parent or guardian of questionable behavior that threatens the safety of the child(ren) or staff members, he/she will contact the Boys & Girls Club of Oyster Bay-East Norwich's administrative office, Child Protective Services, and/or the local authorities.

Inappropriate or unacceptable behaviors may include, but are not limited to:

- Appearing intoxicated or smelling of alcohol;
- Appearing impaired due to drug use or other issues;
- Actions that are threatening or intimidating towards children, staff and/or volunteers;
- Words threatening or intimidating toward children, staff and/or volunteers; and
- Any words or actions that could be interpreted as sexual advancement towards another person including staff, children or other adults.

Inappropriate parent/guardian behaviors may result in termination of child(ren)'s enrollment.

Mandated Reporter

The Boys & Girls Club of Oyster Bay-East Norwich is a Mandated Reporting Agency. If there is suspicion of child abuse or neglect, the Office of Child Protective Services (C.P.S.) and the Office of Children and Family Services will be contacted.

Visitors

Parents, business professionals, public officials and other interested persons may visit during the normal Club hours. All visitors must check in at the Control Desk upon arrival and be accompanied by a Club staff member at all times. If a parent or relative is visiting the Club for a special event, they must check in and wear a visitor's badge and will need to be signed out when leaving by the parent or guardian listed on the Non-Member form.

Phone Calls

We ask that members use the Club's phone or receive calls in an emergency situation only. Our lines need to remain open in the event of an emergency. Please make any necessary arrangements for the day with your child before he/she leaves for school in the morning. Please do not call the Club to have your child sent out to the car when you are picking them up, as your signature is required to sign them out for the day. If your child needs to use the phone, he/she must receive staff permission to do so. Parents' assistance regarding phone use will be greatly appreciated.

Clothing

Children should come dressed for action. We recommend washable, comfortable play clothes, which the child can manage, as much as possible. Sneakers or other soft-soled shoes are the safest. Clogs, jellies or hard-heeled boots are not allowed. Considering that members do go outdoors daily (weather permitting), we ask that you please dress your child appropriately for the weather. Clothes with inappropriate graphics or writing may not be worn. We ask that all female members wear a one-piece bathing suit and all male members wear swim trunks on water play days.

Inclement Weather and Emergency Closing

If Oyster Bay-East Norwich Schools are closed due to inclement weather, all Club programs will **not** be in operation. In the event the Oyster Bay-East Norwich schools have a delayed opening, there will be no Before School Program on that day. Should inclement weather begin and persist during the day, parents will be expected to pick up their child at the earliest time possible. It would be advisable to make arrangements with someone who lives locally to pick up your child in such an instance. (Be sure the name of this contact person is listed on the "Pick-Up Authorization" section of the Membership Record.) The most up-to-date information will be posted on the Club's website and Facebook page. "Remind" texts will also be sent out.

In the event that a trip is canceled because of weather, (rain, high winds, snow, etc.), every effort will be made to schedule a comparable trip or activity, although we cannot guarantee that such arrangements are possible. Regardless of the weather forecast, please prepare your child for the day's scheduled trip. Weather may change early in the day, which would thereby permit the trip take place, as planned. For the most up-to-date information, please visit our website at www.bgcoben.org and our Facebook page.

Power Failure/Natural Disasters (for example: earthquake, tornado, hurricane, and blizzard)

Children will remain in the building whenever possible. If Club administrators determine that the building must be evacuated, parents/guardians or emergency contacts will be contacted to pick up children. The program staff will stay with the children until a parent/guardian or emergency contact arrives at the site. If it is not possible to remain at the site, a note will be posted on the front door explaining the whereabouts of the children and staff.

Primary Evacuation Site:
St. Dominic's High School Auditorium
110 Anstice Street
Oyster Bay, NY 11771
(516) 922-4488

Secondary Evacuation Site:
St. Dominic's Chapel
93 Anstice Street
Oyster Bay, NY 11771
(516) 922-4888

Fire Evacuation

Fire drills will be conducted monthly. As in all fire drills, children will not be permitted to collect coats, toys, or any other personal items. As part of their orientation to the Club, the children will be taught to stop anything they are doing when they hear the fire alarm and meet their instructor immediately at a designated place. Exits, hallways and other evacuation routes will be clear at all times to permit a prompt and safe exit from the building, and members will exit and line up in the field across the street.

In the event of an actual fire, all members, staff and any other building occupants, will be required to leave the Club and go to an alternative location. This may mean going across the street to the field until the "all clear" signal is given, or in some circumstances, members and staff will walk to a designated evacuation site.

Primary Evacuation Site:
St. Dominic's High School Auditorium
110 Anstice Street
Oyster Bay, NY 11771
(516) 922-4488

Secondary Evacuation Site:
St. Dominic's Chapel
93 Anstice Street
Oyster Bay, NY 11771
(516) 922-4888

Regardless of the apparent size of the fire or the amount of smoke, the staff will promptly lead the children out of the building using the closest and safest exit.

The Child Care Director and the Program Director will be the last people to leave the building after checking the bathrooms, hallways, etc.

Shelter in Place

Members are kept in the building if the conditions are unsafe outside and the building is the safest place to be. Designated areas of the building are identified as the safest for members and staff in certain situations, and they will remain in these areas until otherwise notified. Members will be escorted by staff at all times during the Shelter-In-Place Plan. Shelter-In-Place drills are conducted every six months.

Member Behavior Guidelines**Positive Behavior Management**

To maintain a constructive atmosphere, the program must establish rules of behavior. Using positive, non-threatening techniques, staff members will guide children to become responsible for their own actions and to respect the rights and feelings of others. Children will be encouraged to resolve conflicts through effective communication. Staff shall use only positive, age-appropriate methods of discipline and guidance of children which encourage self-control, self-discipline, self-esteem and cooperation. When a discipline issue presents itself, we initiate the following: redirection, verbal warning, time out and disciplinary write ups. When time out and write ups are used, the reason will be discussed with the member. During this process, the child is encouraged to understand that his/her behavior is important for a successful, safe and fun program. When these tactics are not successful, a staff person will discuss the issue with the child's legal guardian/parent to help create a solution. Inappropriate behaviors, such as hitting, fighting, stealing, vandalism, disrespect to staff or other members, not following directions or leaving the facility without permission, will not be tolerated and may result in automatic immediate suspension. When a child's behavior risks safety to themselves or others, a parent/guardian will be called and asked to pick up their child immediately. This behavior can automatically result in removal from the program and will be handled on a case-by-case basis.

- If a child is written up, he/she may lose privileges.
- Three Discipline Reports may result in a 1-day suspension.
- If a child is suspended a second time, it may result in a 3-day suspension.
- If a child is suspended a third time, it may result in a 5-day suspension.
- If a child's behavior deems a fourth suspension, it may result in removal from the program.

At no time will the staff members use corporal punishment as a means of discipline. Staff members will model positive behavior management techniques and respectful communication.

Rules to be followed:

- Members must respect the Club, staff and fellow members.
- Abusive and foul language, swearing, and fighting will not be tolerated.
- Drugs, alcohol or smoking in the Club or on Club property is forbidden.
- Members may not borrow anything from another member without permission.
- Members may not borrow money from Club staff.
- Members are expected to play safely and play fairly.
- Members are expected to keep the Club clean.
- Members are responsible for Club games, equipment and furnishings.
- Members are not to be in any unsupervised areas.
- Shirts and shoes must be worn at all times. (Only sneakers will be permitted in the gymnasium.)
- Members may not misuse, deface, or damage any equipment at any time. If afore-mentioned damage occurs, parents will be responsible for cost of damage to property.
- Horseplay, running in the Club, or talking back to staff will not be tolerated.
- Members will be suspended for violating Club rules for inappropriate behavior.
- Cell phones and electronic devices can only be used in designated areas and during designated times. The "Acceptable Usage Policy" and the "Bring Your Own Device Policy" must be followed, or members will lose the privilege to have and use these devices at the Club.

Restorative Practices

"Restorative Practices can change behavior by challenging core beliefs, rather than simply just managing behavior." Restorative practices create a positive learning environment where members have the necessary skills to self-regulate their own behavior and re-calibrate their learning experiences. Restorative practices have been found most effective when implementing as a whole Club approach by aiming to:

- Develop-emotional literacy, truth telling, accountability, responsibility
- Improve-behavior, attendance, learning environment, and teaching
- Increase-empathy, happiness, social and communication skills
- Reduce-bullying, exclusion, conflict, need for sanctions

Restorative Practices are based on four key features:

- Respect-for everyone by openly receiving opinions and learning to value them
- Responsibility-taking responsibility for one's own actions
- Repair-developing the skills within a Club community so its individual members have the necessary skills to identify solutions that repair harm
- Re-Integration-working through a structured, supportive process that resolves the issue and ensures behaviors are not repeated, allowing members to remain in mainstream education while also achieving all of the above

Youth place significant attention on how they are treated. When punished, it is easy for them to fixate on the harm they experience rather than how their behavior may affect others. This focus on self leads to resentment towards the punisher, and resentment turns into resistance to participation in activities and disassociation and/or aggression towards others.

Through Restorative Practices, members will:

- Have an opportunity to be heard
- Understand the greater impact of one's actions
- Learn to take responsibility
- Repair the harm one's action may have caused
- Recognize one's role in maintaining a safe Club environment
- Recognize one's role as a positive contributing member of the Club and community

Bullying Prevention Policy

Boys & Girls Club of Oyster Bay-East Norwich is committed to providing all members with a safe and civil environment and will not tolerate any form of bullying at any Club activity - on or off Club property.

Bullying shall mean any written, electronic, verbal, physical or social act that willfully harms another. Aggravated bullying shall mean willful harm motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, mental disability, physical disability, appearance or socioeconomic status.

Staff and volunteers who observe an act of bullying are expected to take immediate, appropriate steps to intervene. If the staff member or volunteer believes his/her intervention has not resolved the matter, they shall report it to his/her supervisor and document the incident in writing. The Club Director or appropriate staff member will inform the parent or guardian of any member who was observed as a victim or perpetrator of bullying. If the issue has not been appropriately resolved, depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remedy the impact on the victim and change the perpetrator's behavior.

Cell Phones/Electronic Devices

Members are encouraged to have their cell phones at the Club, but turned off or in their book bags during programming. Members must follow the Club's "Bring Your Own Device Policy" when at the Club. Staff members are conscious of mobile technology, but want to provide the safest environment for all Club members. Staff will provide scheduled times for cell phone use throughout programming.

Acceptable Use Policy

The Boys & Girls Club of Oyster Bay-East Norwich computer network and Internet access (referred to as Technology Network) are available to members to enhance their educational experience and become literate in an increasingly technological world. The purpose of the Acceptable Use Guidelines is to foster the appropriate use of the Technology Network, e-mail and Internet. The following guidelines apply to all users whenever they access any of the Boys & Girls Club of Oyster Bay-East Norwich computer equipment or use a personally-owned device.

An **Acceptable Use Policy** defines appropriate use of computer equipment and the internet for members.

Educational Purpose:

The Boys & Girls Club of Oyster Bay-East Norwich had established its technology program with the following expected outcomes:

- Understand how computers work, the types of opportunities they provide and their role in modern society;
 - Utilize technology to support and advance intellectual development;
 - Use the Internet safely to access information and communication;
 - Use basic productivity applications and multi-media applications to create projects and communicate complex ideas;
 - Use technology ethically; and
 - Explore technology-related careers and understand that mastering technology is integral to their economic success;
- In other words, in the future, the more people know about technology, the more they will earn.

Unacceptable Uses and Personal Safety:

You must not post personal contact information about yourself or other people. Personal contact information includes, but is not limited to, home, school or work addresses, telephone numbers, and email addresses. You must never agree to meet with someone you have met online without your parent's approval. A parent or guardian should always accompany you to such meetings. You must promptly disclose to a Club staff member any message you receive that is inappropriate or makes you feel uncomfortable.

Illegal Activities:

You must not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purpose of "browsing." You must not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses. You must not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco or other drugs, engaging in criminal activity, or threatening the safety of another person.

System Securities:

You are responsible for your individual user account and should take all reasonable precautions to prevent others from being able to use your account. Under no circumstances, should you provide your password to another member. You must immediately notify a Club staff member if you have identified or witnessed a possible security problem. Do not look for security problems, because this may be construed as an illegal attempt to gain access.

Inappropriate Use:

Restrictions against inappropriate use apply to public message, private message and material posted on web pages. Within reason, freedom of speech and access to information will be honored.

The following are not permitted:

- Sending or displaying unkind or offensive messages or pictures, pornography or hate literature;
- Using unkind or obscene language;
- Harassing, insulting or attacking others;
- Intentionally damaging computers, computer systems or computer networks;
- Violating copyright laws;
- Using another person's password;
- Trespassing into another person's folders, work or files;
- Intentionally wasting limited resources (i.e., distributing mass email messages, participating in chain letters, creating or participating in unauthorized newsgroups, and storing files on file servers without proper authorization);
- Employing the network for commercial purposes, political activities or lobbying;
- Installing additional software without prior approval; or
- Using portal or proxy websites.

Violations may result in the loss of access, as well as other disciplinary or legal action.

Respect for Privacy:

You must not re-post a message that was sent to you privately, without the permission of the person who sent the message. You must not post private information about another person.

Plagiarism and Copyright Infringement:

You must not plagiarize works you find on the internet. Plagiarism is taking ideas, writings or pictures of others and presenting them as your own. It is dishonorable, and it is a prohibited use of this facility.

You must respect the rights of copyright owners. Copyright infringement occurs when you reproduce a work that is protected by a copyright without authorization. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. Copyright law can be confusing; therefore, if you have any questions, please ask a Club staff member.

Bring Your Own Device Policy

The Boys & Girls Club of Oyster Bay-East Norwich adopts this policy to maintain a safe and secure environment for members, staff, volunteers and others.

A personally-owned device includes all member-owned existing and emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media, and transmit or receive messages or images.

Emerging technologies and devices include, but are not limited to, cell phones, computers, tablets and storage media (i.e., flash drives), as well as communication tools, including social media sites, text messages, chat and websites. Not all devices are covered within this policy. Unacceptable devices in this policy include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers and televisions.

Club purposes include program activities, career development, communication with experts and/or Club peer members, homework and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to ask staff when they aren't sure of the permissibility of a particular use of technology prior to engaging in the use.

Personally-owned devices are permitted for use during Club time for Club purposes and in approved locations only. The Club expressly prohibits the use of personally-owned devices in restrooms and other areas where there is an expectation of privacy.

Any inappropriate use of a personally-owned device, as determined by Club staff, can lead to disciplinary action including, but not limited to, confiscation of the device, immediate suspension from the Club, termination of membership, or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Inappropriate Communication: Includes, but is not limited to, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted or spoken by members; information that could cause damage to an individual or the Club community, or create the danger of disruption of the Club environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a member is told to stop sending communications, that member must cease the activity immediately.

Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyber bullying, which is bullying that takes place using emerging technologies and devices. Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites or fake profiles. Any cyber bullying that is determined to disrupt the safety and/or well being of the Club, a Club member, Club staff or community is subject to disciplinary action.

Members must be aware of the appropriateness of communications when using Club or personally-owned devices. Inappropriate communication is prohibited in any public messages, private messages and material posted online by members.

Monitoring and Inspection:

The Boys & Girls Club of Oyster Bay-East Norwich reserves the right to monitor, inspect, copy and review a personally-owned device that is brought to the Club. Parents/Guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/Guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally-owned devices to the Club in the future.

Internet Access:

Personally-owned devices used at the Club are not permitted to directly connect to the internet through a phone network or other content service provider. Personally-owned devices must access the internet via the Club's content-filtered wireless network. The Boys & Girls Club of Oyster Bay-East Norwich reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks or other services. Members must follow Club procedures to access the Club's internet service.

Loss or Damage:

Members are responsible for keeping devices with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse or theft of any personally owned device brought to the Club.

Parent/Guardian Notification and Responsibility:

The Boys & Girls Club's Internet Acceptable Use and Bring Your Own Device Policies restrict the access of inappropriate material. However, supervision of usage may not always be possible while members use the internet. Due to the wide range of material available on the internet, some material may not fit the particular values of members and their families. Because of this, it is not practical for Boys & Girls Club of Oyster Bay-East Norwich to monitor and enforce a wide range of social values in member use of the internet. If parents/guardians do not want members to access information beyond the scope of the Internet Acceptable Use and Bring Your Own Device Policies, parents should instruct members not to access such materials.

Disciplinary Actions:

Members who violate the Acceptable Use Policy and/or the Bring Your Own Device Policy may be denied future internet and/or network privileges for a defined period of time, and may be subject to other disciplinary measures, as set forth by Club policies.

Personal Belongings

The Club and/or Club staff are not responsible for any lost, stolen or damaged personal items. We strongly encourage members to guard personal items closely, label everything with your child's name, and not leave personal items unattended. It is a good practice not to bring valuable items to the Club.

Homework Policy

We strongly believe it is a shared responsibility between the Boys & Girls Club of Oyster Bay-East Norwich, the members and their parent to help assist in completing the homework. We will do our best to encourage each member to work diligently during the homework help time and provide them with as much assistance, as possible. Although it our greatest desire that all members will respond favorably to this opportunity, we cannot force a member to make the choice to complete his/her homework.

We look forward to joining with you to help foster your child's academic achievement. We cannot assure that each member will complete all of his/her homework during the allotted time. We will provide learning materials and access to the computers to assist in the completion of homework as part of our commitment.

Please check off the bottom portion of the receipt of Program Policies to indicate if you want your child(ren) to work on their homework while at the Club.

Equipment Usage

The Club provides a variety of different equipment for members to use throughout their time at the Club. We recognize that basic usage does lead to wear and tear, and the Club tries to replace older, out-dated equipment, when needed. Members are expected to use equipment appropriately and for their designed purpose. Members who abuse, destroy, or break equipment on purpose, will be held responsible for its replacement. Members will also be held responsible for any vandalism they do at the Club. Members are expected to act responsibly and inform staff if they damage or break a piece of equipment during usage, either on accident, or on purpose.

PROGRAM SPECIFIC INFORMATION

Before and After School Programs - Hours of Operation

The Before/After School Programs will begin on the first day of school in September. The programs will be closed when the schools are closed.

- Before School Program - available to members in grades K-6, and will begin at 7:00 a.m. and run until the start of the school day. The program will be closed when there is no school or a delayed school opening because of inclement weather.
- After School Program - available to members in grades K-5, and will begin at dismissal time and close at 6:30 p.m. On half days, such as conference days, extended hours of care will be available, for an additional fee, paid in advance.

After School Programs - Enrollment

Enrollment in the After School Program for those members who are in grades K-2 is only available on a full-time basis. Members in grades 3-5 have the option of enrolling on a part-time basis, with a minimum attendance of 10 days each month being required. Please submit a note regarding your child's attendance in the After School Program directly to your child's classroom instructor.

Before and After School Programs - Holding Fees

Parents may choose a period of two consecutive weeks during the school year to put their child's registration on "hold." During the "holding period," their child will not attend the program. It is the parent's responsibility to advise the Club of their intention to use said holding fee, at least one week prior to the beginning of the two-week period they wish to hold. Failure to submit the holding fee will result in an automatic cancellation of registration. Each registrant may use the holding fee for only one two-week period during the course of the school year. After having used the one two-week holding period, registrants will be charged in full, regardless of attendance, until such time as the Club receives the afore-referenced Termination of Registration Form.

Before and After School Programs - Transportation

Transportation is provided for members enrolled in the Before and After School Child Care Programs to and from Theodore Roosevelt Elementary School and James H. Vernon Middle School. The Boys & Girls Club cannot assume responsibility for any youngster who misses the bus. Members may, at times, also be transported in the Boys & Girls Club's vehicle, as needed. If it becomes necessary for a staff member to pick up a youngster who has missed the bus, a \$10.00 charge will be imposed. Our ability to send a staff member to the school to pick up a youngster who has missed the bus cannot be guaranteed. Any Club member who misbehaves on the bus will lose bus riding privileges.

Members in grades K-2, enrolled in the Before School Program will be transported by Hendrickson Bus to Roosevelt School from the Club at 8:45 a.m. and arrive at school by 8:55 a.m. by way of Berry Hill Rd. crossing over South Street to N. Lexington and a left onto Main St. entering the school parking lot. Members in grades 3-6 enrolled in the Before School Program will be transported by Hendrickson Bus to Vernon School from the Club at 8:00 a.m. and arrive at school by 8:10 a.m. by way of Berry Hill Rd. making a left onto Route 106 and entering the school parking lot on the right. Members in the After School Program in grades K-2, will be transported by Hendrickson Bus from Roosevelt School to the Club at 3:05 p.m. and arrive at the Club by 3:15 p.m. by way of Main St. making a right onto N. Lexington and crossing over South St. to Berry Hill Rd. making a right into the Club parking lot. Members in grades 3-6 in the After School Program will be transported by Hendrickson Bus from Vernon School to the Club at 2:45 p.m. and arrive at the Club by 2:55 p.m. by way of a left onto Route 106 and making a right onto Berry Hill Rd. and a right into the Club parking lot. Any Club member who misbehaves on the bus will lose bus riding privileges.

Before and After School Programs - Staffing

The program is coordinated by a Child Care Director with experience in administering a school-age child care program. Staff members are selected with the needs and safety of the children in mind. The N.Y.S. Central Register of Child Abuse and Maltreatment, N.Y.S. Justice Center SEL and Enterprise/First Advantage Proprietary National Criminal File clear all program staff members.

Before and After School Programs - Parent Orientation

The Club conducts a Parent Orientation for the parents/guardians of registrants in the Before and After School Program in the beginning of each school year. If a member joins later in the year, they are encouraged and welcomed to schedule an appointment to meet with the Child Care Director to receive the presented information.

Gamesroom - Transportation

Members who have a Gameroom Pass will be transported to the Boys & Girls Club Clubhouse from Vernon Middle School or Oyster Bay High School via Hendrickson bus or Boys & Girls Club vehicle. Any Club member who misbehaves on the bus, will lose bus riding privileges.

Summer - Transportation

Members who attend Summer Programs will be transported by Hendrickson Bus to the designated field trip location and then back to the Club when the trip is over and/or will be transported by two staff members in a Club vehicle to the designated trip location. Any Club member who misbehaves on the bus or Club vehicle will lose bus riding privileges.

Summer Programs - Grouping Requests

Parents may request that their child be grouped with a friend, relative, etc. who is the same age as their child during Summer Camp. Please Note: Such requests must be made on the Registration Form. While it is the hope of the Boys & Girls Club to accommodate parents' requests, due to the large number of campers and requests made, there can be no guarantee that all the requests can be honored. Requests or switching of groups will not be accepted or permitted after registration is received. We hope to have the cooperation and understanding of all of our members' parents to assist us, as we plan for a wonderful, safe experience for their children.

Summer Programs - Parent Orientation

The Club conducts a Parent Orientation of the Summer Programs in the beginning of summer prior to the start of camp. If a member joined later in the summer, they are encouraged and welcomed to schedule an appointment to meet with the Camp Director, to receive the presented information.

Friday Night Fun

Most Friday nights during the school year, the Club conducts "Friday Night Fun." Your child(ren) does not have to be a participant of the Before and/or After School program in order to participate. You must sign up for the program on a

weekly basis and pay the registration fee. An early bird discount is available. The fee increases after the Wednesday of the designated week. Space is limited, and we advise parents to sign up in advance.

GENERAL INFORMATION

Miscellaneous

- The Boys & Girls Club cannot assume responsibility for lost or stolen items. Please label personal belongings with your child's name. Items of value should not be brought to the program.
- Photographs, images or video clips of members may be used for public relations purposes.
- The children will spend time outside daily, weather permitting. It is suggested you dress your child in comfortable clothing suitable to the weather conditions. The only conditions that result in the children not being permitted outside will be rain, excessive wind, or temperatures below 32°F.
- Club members may only view movies with either a "G" or "PG" rating, and play video games rated "E" for everyone.
- In order to preserve both the parent/instructor and member/instructor relationships, the Boys & Girls Club requests that no parent solicit domestic child care/babysitting, or any other arrangement during which they might come in contact with staff outside of the Boys & Girls Club. This also includes, but is not limited to, housesitting, email/phone/social media contact, personal transportation, etc. Our staff has been advised to decline such requests.

Mailing Address

Mail should be directed to: Boys & Girls Club of Oyster Bay-East Norwich, One Pine Hollow Road, Oyster Bay, NY 11771.

Complaint Procedures

If you have any issues or concerns, please address them with the Child Care Director and/or Program Director so they may be resolved in private as soon as possible. If we are unaware that there is a problem, we cannot work to resolve it. We want to provide an atmosphere where your child feels safe and has fun while learning. If you do not feel your issue or concern is resolved satisfactorily, please make an appointment to speak to the Program/Compliance Administrator.

Get Involved

Parents are invited to visit our Club at any time. Parents interested in volunteering and sharing their talents, hobbies, or resources with Club members should contact our Program Director, Jean Marie Weiner, at jmweiner@bgcoben.com, or our Child Care Director, Lorraine Rubin, at lrubin@bgcoben.com. In addition, to learn more about ways in which you can give back and get involved in our fundraising and sponsorship opportunities, please contact our Development Director, Tracy Colletti-Flynn, at development@bgcoben.com. If you would like to make a contribution to the Boys & Girls Club of Oyster Bay-East Norwich, please contact us at 516-922-9285 or visit our website to give online at www.bgcoben.org.

Surveys and Questionnaires

Boys & Girls Club of Oyster Bay-East Norwich will, from time to time, ask parents or guardians to fill out surveys to provide us with valuable feedback. We ask that you participate in these surveys, whenever possible, so that we can provide the highest quality of care for your child(ren). Additionally, the Club will ask members to complete surveys and evaluations to gauge their interest in programming and ensure we are meeting their needs. These surveys require passive parental consent; parents only need to notify the Club if they do not want their child to participate. Please contact Child Care Director, Lorraine Rubin, at lrubin@bgcoben.com, or Program Director, Jean Marie Weiner, at jmweiner@bgcoben.com, if you do not want your child to participate in surveys or questionnaires.

More Questions, Comments or Suggestions

Your questions, comments and suggestions are welcomed. You may speak to our staff when you are in the Club, leave a comment in the suggestion box or you may call the Club at 516-922-9285. The Child Care Director, Lorraine Rubin, may be reached at ext. 19, and the Program Director, Jean Marie Weiner, can be reached at ext. 13. For questions concerning payments and/or outstanding balances, please contact Donna Prisco, in our billing department, at ext. 15. For any questions or concerns about our New York State Registered Before and After School Child Care Programs, contact: Office of Children & Family Service, Keith Fitzpatrick, Licensing Specialist, (631) 240-2550.

Parent Handbook Receipt Signature Form (*Signed*)

The Parent Handbook must be signed by the member and his/her parent(s) or guardian. The Handbook lists all Club rules and expectations. Membership at the Club can and will be suspended or revoked if the Code of Conduct is violated.



Boys & Girls Club of Oyster Bay-East Norwich

The Bahnik Youth Center

1 Pine Hollow Road, Oyster Bay, New York 11771 516-922-9285

Confirmation of Receipt and Understanding of Member/Parent Handbook

Parental Authorization:

I have received a copy of Boys & Girls Club of Oyster Bay-East Norwich's Member/Parent Handbook, which clearly outlines the Club policies, rules and regulations. I have fully read and understand the rules, regulations and expectations outlined therein. I am aware that failure to adhere to the policies therein will result in cancellation of my child's registration.

In case of accident or injury, I authorize any and all emergency medical, dental, and/or surgical care and hospitalization advised by the physicians, surgeon or hospital necessary for the proper health and well being of my child. I agree to the transportation of my child for off-site field trips, as well as in the event of a need of emergency health care, with immediate notification of the custodial parent, guardian, or person having legal custody.

I understand that the Club will make every effort to help my child with his/her homework. I further understand, however, that the ultimate responsibility for successful completion of my child's homework relies solely on me, the parent.

With this understanding, I hereby give approval (as indicated below) for my child(ren) to attend the Boys & Girls Club.

Child's Name: _____ Grade: _____

Homework Authorization

- I would like my child to do his/her homework at the Boys & Girls Club.
- I would like my child to choose whether he/she would like to do his/her homework at the Boys & Girls Club.

Child's Name: _____ Grade: _____

Homework Authorization

- I would like my child to do his/her homework at the Boys & Girls Club.
- I would like my child to choose whether he/she would like to do his/her homework at the Boys & Girls Club.

Child's Name: _____ Grade: _____

Homework Authorization

- I would like my child to do his/her homework at the Boys & Girls Club.
- I would like my child to choose whether he/she would like to do his/her homework at the Boys & Girls Club.

I allow my child to participate in transportation to the Club and in off-site field trips. I understand that by signing below, I give the Boys & Girls Club of Oyster Bay-East Norwich permission to transport my child, via bus or Club vehicle. I also understand that I will be notified in advance of any field trip.

- Yes, I allow my child(ren) to be transported.
- No, I do not allow my child to be transported.

Parent's/Guardian's Name: _____ Date: _____

Parent's/Guardian's Signature: _____