



BOYS & GIRLS CLUB
OF GREATER BILLERICA

Caregiver & Club Member Handbook

2025-2026

Welcome to the Boys & Girls Club of Greater Billerica!

OUR MISSION

The mission of the Boys & Girls Club of Greater Billerica is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. We strive to provide a positive, safe, and fun environment while creating strong, healthy relationships, building youth ownership and offering unlimited opportunities for our youth and teens to learn and reach their full potential.

MEMBERSHIP

Membership is required for all to attend the Boys & Girls Club of Greater Billerica. Membership is valid September 1st through August 30th. This membership must be renewed annually and is valid only at our 19 Campbell Road location. It is important that caregivers read and complete a membership application each year. Scholarships are available upon a verbal request from a caregiver to the Club Unit Director. Additional fees apply to aquatics programming, and may apply to certain programs and activities throughout the year.

Youth Membership: \$45

Teen Membership: \$25 (members age 13+)

Adult Membership: \$45

DROP-IN PROGRAM

The Club's drop-in program is open to youth & teens ages 10-18 from any community. There is no additional fee to participate in drop-in or any of its programs & activities. The drop-in program offers a wide variety of programs and opportunities to support members in our main program areas: health & well-being, character & leadership, academic success, and life & workforce readiness.

CLUB CARDS

All members are given a membership card that they must bring with them every time they attend the Boys & Girls Club of Greater Billerica. Electronic tracking of participation and attendance is critical to the funding and safe operations of our Club programs. All members must use their card to scan both in and out at the front desk. It is imperative the Club is able to track who is in the building at all times for the safety of our members and our program. A new or backup membership card can be purchased for \$5 at the Club's front desk.

OPEN DOOR POLICY

Boys & Girls Club of Greater Billerica maintains an open-door policy, and only offers supervision **INSIDE** the building. Occasionally, scheduled, supervised activities take place outside.

Club members may enter and leave the facility at their own will. Once members sign out of the Club they are not permitted to re-enter the facility again that same day. Caregivers should set up guidelines with their children about their personal rules regarding this policy.

CLUB HOURS

The Club operates Mondays – Thursdays, 9:00 a.m. to 9:00 p.m., Fridays, 9:00 a.m. to 7:00 p.m. and Saturdays, 9:00 a.m. to 1:00 p.m. Refer to specific program schedules for specific details on when you can access the Club.

Drop-in Program runs Mondays-Thursdays, 2:00 p.m. to 7:30 p.m. and Fridays, 2:00 p.m. to 7:00 p.m.

Hours change during school vacations and early release days in order to accommodate working families. These days are determined according to the Billerica Public Schools calendar. The Club will open at school dismissal on early release days for all members.

When Billerica Public Schools are closed due to inclement weather, Boys & Girls Club of Greater Billerica will also be closed.

VISITORS & VOLUNTEERS

Boys & Girls Club of Greater Billerica values the health and safety of our members. All volunteers working with our members undergo background checks. Adults (including caregivers) who are not volunteering are NOT permitted to be in program spaces. Caregivers who are picking up their children from the Club must stop at the front desk so their child can be paged.

Caregivers accompanying their member to aquatics programming must stop at the front desk and sign in. Caregivers are welcome to sit on the pool deck or in the pool viewing area.

In the special circumstances where adults are allowed in the facility, adults must make sure to follow these rules:

- Remain in the designated area at all time
- Stop and sign in and out at the front desk when entering and leaving the building
- Use only the assigned adult bathrooms in the Clubhouse

SECURITY CAMERAS

The Club has security cameras in public areas in the exterior and interior of the Club to enhance the safety and security of our program and facility. For more details, reference our Video Surveillance Policy located in our Safety Policy Packet on our website.

HEALTH & EMERGENCIES

If your child does not attend school, they cannot attend the Boys & Girls Club that day. If a child displays any symptoms of illness while at the Club, the caregiver will be notified. Staff members are trained in first aid & CPR and are able to handle everyday bumps and bruises.

Reach out to the Unit Director if you wish to review the Club's Emergency Operations Plan and access the Club's Safety Policy Pack on our website.

TELEPHONE & CELL PHONE USE

Club members may politely ask to use the telephone at the front desk in order to contact a caregiver. Phone calls should be limited to a needs-only basis to ensure.

Club members may also be paged to accept phone calls from caregivers. In order to allow Club members to enjoy the activities they are participating in and respect the efficiency of the front desk area, please limit these phone calls.

Boys & Girls Club of Greater Billerica understands that many of our members utilize personal cell phones on a regular basis. All cell phones are members' responsibility and should be kept safely stored in their cubbies or tucked out of sight in a pocket. Members who need to check in or receive a call from a caregiver should do so at the designated area then return to the program area.

Cell phones should be used appropriately and properly stored away at all times. Phones are not to be used in locker rooms, bathrooms, or any place where privacy is expected. Phones cannot be used to take pictures at the Club or on Club related trips unless permission is given and is under the supervision of Club staff. If someone is found to be using their personal cell phone in a manner that does not coincide with the Club's rules, that member will lose their right to carry their cell phone within the Club.

COMPUTER & INTERNET

There are computers and other devices available at the Boys & Girls Club for our members use. Technology programs are part of our schedule, and there is also scheduled time for members to enjoy personal time to use computers.

Staff members monitor technology usage in programs in order to keep Club members safe. In addition, firewalls are used to prohibit sites that are deemed unsuitable for our Boys & Girls Club environment. Regardless of close supervision and monitoring, there remains the possibility of coming into contact with inappropriate material. If a member mistakenly accesses inappropriate content, they should immediately tell a staff member.

All members who wish to use technology or internet while at the Boys & Girls Club, including all Club devices, equipment and their own personal device, are required to successfully complete a BGCA-provided digital citizenship and technology safety training. This training is required for all members annually.

PERSONAL BELONGINGS

Members are responsible for their own personal belongings while at the Clubhouse. The Club is NOT responsible for members' belongings or for lost or stolen items. We encourage members to leave all valuables at home.

Belongings: Club members will have access to cubbies to store their belongings each afternoon. The Club requires all members to store their belongings in cubbies during programming. Members should leave all items of importance, toys, personal devices, etc. at home. Valuables that must come to the Club are the members' responsibility and should be kept with them at all time.

Lost & Found: The Club maintains a lost and found. All clothing, backpacks, and other belongings that are found in the building will be placed in the lost and found. Every month, the lost and found is emptied and its contents are donated to charity. Please be sure not to wait to look for your missing items.

Bicycles & Skateboards: A bicycle rack is available at the front our building where Club members can lock their bicycles while participating in Club programs. Bikes, skateboards, scooters, etc. cannot be stored inside the Club.

FOOD & DRINKS

The Club provides nutritious meals every day, free of cost to our youth & teens, through the Child & Adult Care Food Program (CACFP). CACFP is a federally funded program from the U.S. Department of Agriculture (USDA) administrated by MA Department of Elementary & Secondary Education (DESE). Boys & Girls Club of Greater Billerica is proud to partner with Billerica Public Schools as providers of our daily meals. Dinner is served Monday-Friday on BPS school days at 3:45 p.m. More information, including our USDA Nondiscrimination Statement, can be found at <https://www.billericabgc.com/cafeteria>.

If members chose to bring their own food, they may not share it. Our Club is a nut-free facility and all snacks and food brought into the building must be nut free. We ask that all food is eaten in the Club cafeteria. If the cafeteria is closed, please check in with staff about an appropriate place to eat.

Caregivers may send food via delivery services. All orders must be prepaid and follow the Club's nut-free policy. Members may not order on their own devices.

PHOTOGRAPHS

Boys & Girls Club of Greater Billerica occasionally makes use of photos and/or videos of members and activities for advertising and publicity purposes. Photos could be used and not limited to the following: newspaper, social media, internet flyers, brochures, etc. If you do not wish for your child to be photographed for the purposes listed above, please be sure to indicate this desire on your child's membership application.

SUPERVISION

Each program space within the Club is staffed by professional staff members and volunteers. They ensure the safety of our members and work hard to prepare and offer quality programs and activities. Background checks are performed on all who work with our members.

INCLUSION & DIVERSITY

Boys & Girls Club of Greater Billerica is focused on creating a sense of belonging for all members and strives to create and sustain an environment that supports and values all members of our Club community. Our inclusive practices and policies are designed to create a safe, welcoming, fun and enriching experience for all young people including those with systemic barriers that may impede their equitable participation in afterschool programs.

We are committed to encouraging and welcoming diversity throughout our organization. Boys & Girls Club of Greater Billerica does not discriminate on the basis of race, ethnicity, color, religion, sex, sexual orientation, gender identify, national origin, or disability. We work to intentionally create an inclusive and positive environment for all members.

Whenever possible, the Club makes reasonable accommodations to enable members to participate in Club programming. We ask families to utilize the membership form to share any information and/or needs for staff to best serve your member. Club staff may request a meeting with caregivers prior to or in the initial months of membership to work together to determine if the Club is the right fit and to create a plan to support the success of the member.

PROGRAM & ACTIVITIES

There is a wide variety of programs and activities in which members are able to participate. While signed in at the Club, youth and teens make their own decisions about their activities. Many activities operate on a drop-in basis, meaning all Club members are welcome. Often these activities are divided by age group.

Boys & Girls Club of Greater Billerica facility is designed to meet the needs of our communities' youth. The following spaces are used to offer and run educational programs and activities each day:

- Gamesroom: board games, foosball, ping pong, billiards
- Gymnasium: full size court, used for group games & more
- Cafeteria: space for members to eat & drink; providing daily free dinner to all members
- Swimming Pool: Indoor heated pool used for swim team, free swim, lessons, and more
- Teen Lounge: a separate space for teen only programming and down time
- Learning Center: program space for homework help, social emotional learning, and art activities
- Music Clubhouse: voice & instrument lessons, music creation, and more
- STEAM Makerspace: space for members to explore Science, Technology, Engineering, Art, Mathematics and more, full of state-of-the-art equipment
- Outdoors: low ropes course and picnic area of outdoor learning

Club members will be asked to choose a program space and complete the activity during that program block. Members cannot switch activities once program blocks have begun.

A daily schedule is posted in the gamesroom and each program area. Schedules are subject to change due to attendance, staffing, and other factors.

Programs are outcome driven and designed to align with the following focus areas:

Academic Success: We expect members will be academically successful and develop an appreciate for their education. Programs that support this outcome include homework help, college preparation programs, STEAM programming, and others.

Good Character & Leadership: The Club aspires for all our youth to grow and become productive members of the community. Programs that support this include Torch Club, Keystone, Youth Leadership Program, and others.

Positive, Healthy Decision Making: Members of the Boys & Girls Club of Greater Billerica are coached in healthy living skills. Programs that support this outcome include sports leagues, GLOW Club, daily SEL check-ins, and others!

RULES

Respect others at all times. This includes using positive language, showing good sportsmanship, and keeping hands and feet to yourself. Fighting, name-calling, socially excluding others, and bullying are NOT tolerated.

Respect yourself at all times. Make healthy decisions, dress appropriately, and try new activities. Talk to a staff member as soon as something makes you uncomfortable.

Respect the staff at all times. Staff members work hard to create fun, educational activities for our youth and teens. Following their directions will help you have a more enjoyable time at the Club.

Respect the Club at all times. Take good care of the equipment, books, games, and other supplies that the Club provides for its members. Only eat and drink in the designated areas, do not run outside of the gym.

Please familiarize yourself with these rules and discuss them with your child. Also, be aware that additional rules apply in specific program spaces or at individual events.

DISCIPLINE

The Club is committed to providing the best possible experience for our members. We value the safety of our youth and teens and strive to maintain a positive environment. In order to do this, staff must provide consequences to those who exhibit inappropriate behavior. The following steps will be used:

Step 1: Verbal Warning

Step 2: Age-appropriate time out (sitting out of an activity quietly for a period of time)

Step 3: Individual Member Report and caregiver notification

Step 4: Suspension for a period of time or loss of Club privileges

In the case of certain behaviors, such as fighting, stealing, vandalism, or possession of drugs or alcohol, the Club reserves the right to skip steps one through three and enforce an immediate suspension.

STAY UP TO DATE

Updates including schedules, special events, and information on closings are updated on the Club's website and social media. Please find us at the following:

www.billericabgc.com

www.facebook.com/BGCBillerica

www.instagram.com/Billerica_BGC