



Parent Handbook



Boys & Girls Club of Greater Billerica

19 Campbell Road

Billerica, MA 01821

Phone: (978) 667-2193

Fax: (978) 663-8572

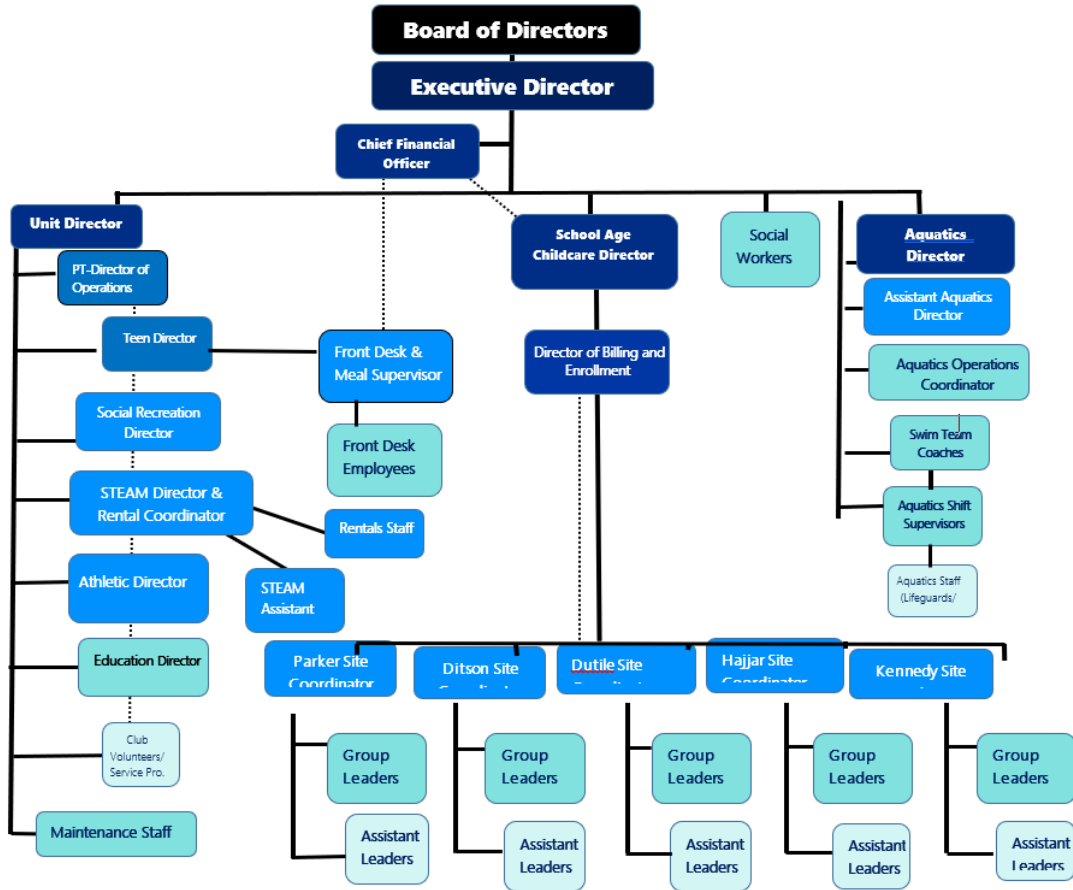
Website: www.billericabgc.com

The Boys and Girls Club of Greater Billerica provides equal access to public accommodation. Applications for enrollment are acted upon without regard to race, religion, national origin, handicap, or sexual orientation.

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ORGANIZATIONAL OVERVIEW



Fun Club Contact Information

Boys & Girls Club of Greater Billerica			
Main Club Phone: (978) 667-2193	Fax: (978) 663-8572	Ext.	
Front Desk	---	101	
Danielle Barbrie	Childcare Director	104	Dbarbrie@billericabgc.com
Kelly Lawler	Director of Enrollment and Billing	103	ChildcareBilling@billericabgc.com
Katie Neufell	Assistant Fun Club Director	125	Kneufell@billericabgc.com
Michelle Vichot	Executive Director	110	mvichot@billericabgc.com
David Bruce	Finance/Payroll Manager	102	DBruce@billericabgc.com

Fun Club Site Information

Ditson Fun Club	Dutile Fun Club	Hajjar Fun Club
(978) 273-5369	(978) 273-5370	(978) 273-5367
Interim Site Coordinator: Katie Neufell kneufell@billericabgc.com	Site Coordinator: Sarah Burnett sburnett@billericabgc.com	Site Coordinator: Bryce Carreiro bcarreiro@billericabgc.com

Kennedy Fun Club	Parker Fun Club	
(978) 273 5371	(978) 273 5374	
Interim Site Coordinator: Jordan Boudrot	Site Coordinator: Annmarie Riddle	
jboudrot@billericabgc.com	Ariddle@billericabgc.com	

PROGRAM OVERVIEW

Statement of Purpose

The Boys and Girls Club of Greater Billerica, Inc. Fun Club and vacation day programs were established to serve as a vital community service by providing affordable, supervised child care for children in grades kindergarten through fourth. The philosophy of the program is to provide a professionally supervised environment for its members to grow physically, socially, and emotionally through a wide variety of planned activities and experiences. The goals of these programs are to provide opportunities for self-expression; activities that allow for personal achievement and accomplishment; physical activities and learning experiences that are new; opportunities for identification with others, and a sense of belonging; and to develop a sense of personal worth and self-confidence; sportsmanship and the ability to enjoy oneself as a group member. Snack, arts and crafts, physical activities, small group activities, reading, games, puzzles, and a variety of other activities are provided to meet the developmental needs of all group members.

The Boys & Girls Club does not discriminate in providing service to children and their families on the basis of race, religion, cultural heritage, political beliefs, disability, marital status, sexual orientation, gender, or national origin. The Childcare Director will make every effort to accommodate children with disabilities. Placement decisions will be made by the Childcare Director, in consultation with parents and provided to parents in writing. Children with disabilities are admitted provided that there is no undue financial burden on the program and that the nature of the program does not need to be altered.

Licensing

The Fun Club program recognizes the Office of Early Education and Care (EEC) as its licensing authority. Regulations and compliance history are available upon request.

Office of Early Education and Care
360 Merrimack Street, Building 9, 3rd floor
Lawrence, MA 01843
978-681-9684

Program Plan

The Program Plan is to provide opportunities for self-expression and the development of independence; activities that allow for personal achievement, accomplishment, and decision-making; physical activities and learning experiences that are new; opportunities for identification with others, and a sense of belonging and responsibility; both a culturally enriching and diverse program; and a choice of

activities for members, including personal/free time.

Unscheduled & Scheduled Early Releases:

On scheduled early release and half-days, Fun Club will operate from school dismissal until 6:00 p.m. In the event that the children are released from school early, children at the Parker, Ditson, Kennedy, Dutile, and Hajjar will remain at school until pickup. **Parents are urged to pick up their child as early as possible during inclement weather.**

Scheduled School Closures

When school is closed, childcare programs (Fun Club) are held at the Boys & Girls Club for the full day (8:00 AM – 4:00 PM). Separate registration and fees is required (Vacation Weeks/No school Days). A variety of games and activities, including swimming, will be offered on these days. Please pack a bathing suit and towel if your child would like to swim. Children must bring their own lunches to the program.

Inclement Weather Policy

When Billerica Public Schools are cancelled due to weather, the Club will also be closed. **Parents are urged to pick up their child as early as possible during inclement weather closings.**

2024-2025 SCHOOL YEAR

September 4th - First day of School (Grades 1-12) – No care for Kindergarten student

September 5th - First day of School (Kindergarten)

September 17th - Early Release for all grades/schools

October 14th, 2024- Columbus Day (**Sites and Club Closed**)

October 23, 2024- Early Release for Elementary Schools only

November 5th, 2024- No School (Election Day) Run full day program at 8am-4pm at main club (sign up required)

November 7, 2024- Early Release Day for Elementary Only

November 11, 2024 Veteran's Day (**Sites and Club Closed**)

November 27, 2024- Half Day (**Sites open from school dismissal until 6:00 p.m. -Lunch is provided**)

November 28, 2024- Thanksgiving Break (**Sites and Club Closed**)

November 29, 2024- Thanksgiving Break (**Sites and Club Closed**)

December 9, 2024- Early Release for Elementary Schools only

December 23rd- December 31st December Break (Sites and Club Closed)

January 1, 2025- New Year Day Observed (**Sites and Club Closed**)

January 20th 2025- Martin Luther King Jr. Day (**Sites and Club Closed**)

January 23rd, 2025- Early Release for Elementary Schools only

February 4, 2025- Early Release for all grades/schools

February 12th, 2025- Early Release for Elementary Schools only

February 18th-21st, 2025- February Vacation (**Fun Clubs Closed; Boys and Girls Club opened 8a.m.-4p.m**) **Closed on Presidents day***

March 4, 2025- Early Release for all grades/schools

March 12, 2025- Early Release for Elementary Schools only

March 27, 2025- Early Release for Elementary Schools only

April 18th 2025– Good Friday (No School)

April 21st-25th , 2025- April Vacation ([Fun Clubs Closed](#); [Boys and Girls Club opened 8a.m.-4p.m.](#)) *

May 20, 2025- Early Release for all grades/schools

May 26, 2025- Memorial Day ([Sites and Club Closed](#))

May 29, 2025-No School for Kindergarten

June 2nd 2025- Early Release for Elementary Schools only

June 18th , 2025- Last day K-12 Half day

June 19th 2025 - Closed for Juneteenth

June 26, 2025- Last Day of School if all 5 snow day s ([Site opened from school dismissal until 6:00 p.m. - Lunch is provided](#))

** Pre-Registration is required for vacation weeks and No-School Days. Fee not included in monthly tuition. [BGC may decide to close during school vacation and/or Holidays if enrollment is too low](#)*

CHILDCARE BILLING

Payment Schedule for Childcare Programs

Fees are based on a 10-month cycle, and are due in monthly installments (by the 25th for the following month). These fees include school days, early release days, and half days. School vacations and holidays are a separate charge. The [first payment is due by August 25th](#), and the [final payment is due by May 25th](#).

Payment Due Date:	For the Month of:
August 25, 2024	September
September 25, 2024	October
October 25, 2024	November
November 25, 2024	December
December 25, 2024	January
January 25, 2025	February
February 25, 2025	March
March 25, 2025	April
April 25, 2025	May
May 25, 2025	June

MyProcure

MyProcure is a parent portal available to all childcare families, giving them access to child schedules, time cards, financial history, and program balances. Payments can also be made online via your MyProcure parent portal. To access MyProcure, please visit: <https://www.myprocure.com/>

Payment Methods

In addition to your MyProcure parent portal, parents may pay by cash, check, or credit card at the Club. They may also call to pay over the phone. Please contact the Director of Enrollment and Billing for more information about auto-withdrawals at 978-667-2193 x103 or childcarebilling@billericabgc.com.

A \$10 discount per month will be given if you sign up for an auto-withdrawal from your checking or savings account.

Late Fees

If payment is not received by the 25th of each month, a \$25 late fee will be added. If the payment and late fee are not received, your child will not be allowed in the program until your payment is made.

Schedule Changes

If you wish to change your child's schedule (either permanently or for only one day/week), you must submit requests by the 15th of each month to give the Director of Enrollment and Billing time to change any fees before posting the next month's bill. Requests can be made via email only. Parents must receive confirmation of the change before altering a child's schedule. **Requests for changing schedules or adding days cannot be approved by Fun Club staff.** Please email the Director of Enrollment and Billing to make changes.

CHILDCARE DAILY ROUTINE

Fun Club operates from school dismissal time until 6:00 PM

Sample Daily Schedule:

- 2:45PM: Children are dismissed from their classrooms and report to the cafeteria. Attendance is taken.
- 3:00PM: Site Coordinators give an overview of the day to the group & snack is provided
- 3:15PM: Children either participate in quiet homework time or participate in an alternative activity

(such as gym, playground, quiet activities inside)

4:00PM: All children meet back together and the Site Coordinator introduces choice time to children, and which activities will be offered. Children have the chance to choose one of the choices that are offered.

5:00PM: Choice time switches, and children can pick a new activity.

5:30PM: Gymnasium closes; Children can participate in free play in the activity space.

6:00PM: Fun Club dismissal and closing time.

Attendance

Upon arrival at Fun Club, during regular, vacation or no-school days, every child will be checked in by a staff member. If your child will not be at Fun Club, please call or email Childcarebilling@billericabgc.com to let us know by 12PM on the day of the absence. If a child that is expected does not arrive to Fun Club, that child's parent will be notified asking for the reason for the absence. Fun Club Staff also check in with the school administration to confirm the child's absence. If the child can't be located by parents, school administration, or emergency contacts, the child will be reported to the Billerica Police Department as a missing child. The Boys & Girls Club shall keep and maintain daily attendance records, including arrival and departure times. Fun Club Staff will know where each child is during the Fun Club day.

Supervision

Childcare program staff will supervise children in the program at all times while in the care of the Club to ensure their health and safety. The Club will ensure that there is always adequate staff present to supervise children in the program, and staff are responsible for being aware of a child's ongoing activity at all times.

Snack/Lunch Time

For most Fun Club sites, snack takes place immediately after check in. Once all Fun Club children have arrived at their site and have washed their hands, they will sit down at tables to have snack. Snack will be provided by the Fun Club and consists of a wholesome snack and drink. Wholesome snacks include fruit, vegetables, cheese, popcorn, crackers, etc. Parents are allowed to send their child with a snack from home to have during snack time. Staff will monitor all children during snack time.

Please keep in mind that when children participate in any no-school or vacation days at our Main Club on Campbell road that the Club is a nut-aware Club, meaning that no foods that contain tree nuts or peanuts are allowed due to the fact that we have several youth and staff with life threatening allergies.

Special Diets:

The Club shall follow physician's or parental orders in preparation or feeding of special diets to children and shall follow the directions of the parents regarding any food allergies of a child or where vitamin supplements are required. All staff should be aware of specialty diets of children, and these should be reviewed throughout the year on a monthly basis.

Homework

Each day, Fun Club students with signed homework contracts will have the opportunity to complete their assignments under the supervision of Fun Club staff. The environment will be free of distractions (music, children playing, etc.) and students will have ample space to work in. The homework period will not exceed 30 minutes. Should a child require more time, they may continue to

work in the cafeteria with the understanding that after homework time is concluded, the “quiet time” will no longer be in effect. Though the opportunity to complete homework assignments at the program is offered, it is the parent’s decision whether or not their child participates.

Staff working in the homework area will be responsible for maintaining a quiet environment and will do their best to spot check children’s assignments as they are completed. Staff do not have the capacity to work one-on-one with individual students during homework time. Given the fact they are monitoring the group, staff will do their best to check student’s homework for completion, and we appreciate the parent’s support in reviewing all homework at home, helping children make edits if needed.

Types of Activities that are offered to the Children

Site Coordinators in partnership with their staff teams are responsible for activity planning at Fun Clubs each day. Some of the types of activities that are offered include art, drama, physical activity, teambuilding, and creative movement. The monthly calendar and daily schedules will be posted on the bulletin board at Fun Club for families to reference. Activities may be subject to change if there is a special event planned.

Gym & Playground Activities

In the gym and on the playground, children will have the opportunity to participate in a wide variety of games and experiences. Fun Club staff will position themselves around the area to ensure children are safely supervised during play.

Outdoor Play in Cold Weather

With the seasons changing, please send weather appropriate clothing (such as jackets, hats, gloves, etc.) as we do try to get the kids outdoors as much as we can throughout the year. Students who do not have weather appropriate clothing will not be permitted to go outside.

Equipment

The Club will have age-appropriate materials, indoor and outdoor equipment, and furnishings accessible for all activities. There will be enough supplies and equipment to carry out the program plan and provide an adequate variety of activities for each child throughout the day. All materials, except those used for special projects, shall be non-toxic. Potentially hazardous materials may be used by children only for special projects, and only with direct adult supervision. Equipment shall be sturdy, safely constructed and available/accessible to all children.

Check-Out Procedure

A parent, or other designated person, must check-out/sign-out each child at the end of the day. This policy ensures that children leave the program under supervision. **Adults picking up children in the program must present a formal ID to verify our records in order to pick up any children. If the parent/designated adult does not present an ID, staff may not release the child into their custody.**

Children ages 9 or older may leave the premises with written parent and educator consent, provided

that the consent specifies the day and time the child will leave, the transportation the child will use, and the parent's responsibility for the child once they leave the premises. There is a specific form (Consent to Leave Program) which must be completed and approved by the Childcare Administration Team.

Late Pickup Policy

Communication is very important if you are running late to pick your child up. It is our policy that a minimum of two staff remain at the program until the last child is picked up. While we understand that traffic and other factors can hinder a parent/guardian's pick-up times, we also need to ensure that our staff are able to attend to their own obligations as well. In the event of a Late Pick-Up, childcare staff will take the following actions:

1. If the child is not picked up by 6:00PM staff will begin to call the parent/guardians listed on the child's enrollment form
2. If the child is not picked up by 6:15PM staff will inform the Childcare Director and begin contacting the emergency contacts listed on the child's enrollment form. Staff will ask the emergency contact to pick-up the child and release him/her into their custody upon arrival.
3. In the event that neither a parent, guardian, nor emergency contacts can be reached for 30 minutes after a program closes, staff will notify the Billerica Police Department as well as the Department of Children and Families (DCF) as the situation could be perceived as an abandoned child. Staff may release the child to the Police Department or the DCF upon their request. Unless this request is made, a staff member from the program will remain with the child.

Late Fees:

- If a parent/guardian picks up anytime between 6:01PM and 6:10PM a **\$10.00 Late Pick-Up Fee** will be added to the family's Procure account, payable with the next month's tuition.
- If a parent picks up any time after 6:10PM an **additional dollar per minute will be added.**
- In the event of a late pick-up, parents will be notified of the charge and asked to sign off on their acknowledgement.
 - a. Pick-up time and the corresponding fee amount will be based on the time displayed on Procure when the child is picked up

TRANSPORTATION

Program Transportation

Children attending the Fun Club Program are dismissed by their classroom teacher and walk independently within the school to their Fun Club meeting site. The Club is not responsible for a child until they are checked into the program by a Fun Club staff member. Parents are responsible for transportation home from the program.

EDUCATORS

Educator Qualifications

The Club will ensure that the program is staffed by appropriate numbers of persons with experience and/or education in providing education and care to children from birth to age 12. (School-Age Staff to Child Ratio—1:13; Preschool Staff to Child Ratio—1:10) It will employ educators and volunteers who, by prior education, training, experience and interest in fostering development and early childhood education, are qualified to meet the needs of the children enrolled, and who meet the qualifications for their respective positions. No educator will regularly care for childcare children more than 12 hours in any 24-hour period.

The Club will encourage educators to continue their education in their appropriate fields and to maintain open and ongoing communication within the program to enhance the quality of care provided to the children.

All educators will:

- Register annually with the Department of Early Education and Care.
- Possess the qualifications required for their positions
- Demonstrate and maintain at all times the physical, mental and emotional ability to care for the child for whom they are responsible in a way that meets the generally accepted physical, social, emotional and intellectual needs of children. Educators will follow good personal hygiene practices at all times.
- Exercise good judgment at all times and demonstrate an ability to handle emergency situations appropriately
- Complete the educator requirements set forth by the Department of Early Education and Care.

Background Checks

Every staff person/volunteer who applies for a position at the Boys & Girls Club of Greater Billerica will be subject to a DCF background check, CORI (criminal offender record information) check, SORI (sex offender registry information) check, and a fingerprint check through the national and state criminal history database check.

A candidate is not allowed to work and have unsupervised contact with the children in any program until the CORI, DCF, and SORI are approved and the program (or applicant) receives the

candidate's fingerprint notification letter.

Educator Orientation

All new employees will attend an orientation before they begin working. No educator shall supervise or be solely responsible for children in care until they have received the information below at orientation:

- Employee Handbook introduction including personnel policies;
- Child Care Staff Handbook introduction including job descriptions, confidentiality policy, statement of purpose, statement of non-discrimination, child guidance policies and procedures for protecting children from abuse and neglect, suspension and termination program plans, referral procedures, transportation plans, procedures for parent visits, input, conferences and communication, the identification of the Department of Early Education and Care as the licensing authority, and the health care policy including medication administration policies;
- Information contained in the children's records that is pertinent to the care of the children;
- Emergency Management Plan including emergency plans and procedures

Position Qualifications

- **Assistant Leader:** An assistant leader assists the group leader in carrying out their responsibilities. An Assistant Leader shall be either:
 1. At least 16 years of age, work under the direct supervision of a group leader, and either:
 - Have a high school diploma or equivalent; or
 - Be currently enrolled in a high school program or equivalent; or
 2. 18 years of age or over and work under the general supervision of the group leader
- **Group Leader:** A group leader shall be at least 18 years of age and meet one of the following sets of requirements:
 1. Have a Bachelor's Degree or an Associate's Degree; and have 3 months of experience working with school age children; or
 2. Have a high school diploma or equivalent; and have 6 months of experience working with school age children including 3 months of supervised experience at a school age child care program; or
 3. Have 9 months of experience with school age children including 3 months of supervised experience at a school age child care program
- **Site Coordinator:** A site coordinator shall be at least 20 years of age and meet one of the following requirements:
 1. Have a minimum of a Bachelor's Degree in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology, or Child Care; and have 6 months of experience working with school age children; or

2. Have a Bachelor's Degree in any field or an Associate' Degree in any field of study listed above and have 9 months of experience working with school age children; or
 3. Have a high school diploma or equivalent; and have at least one year of experience working with school age children
- **Childcare Director (Program Administrator):** The Childcare Director will be at least 21 years of age and meet the requirements of a Site Coordinator. In addition, the Program Administrator will have 6 months of administrative experience or evidence of satisfactory completion of at least 9 credits in management or administration subject areas from an accredited institution of higher learning.

***If responsible for multiple sites, written plan for number of sites responsible for, number of hours per week at each program, who will assume responsibility when designated administrator not available.*
 - **Volunteers:** All volunteers will attend a 2-hour orientation (including responsibilities, regulations, and expectations), provided by the Childcare Director. A log will be kept with dates and hours of orientation and service. All volunteers will be in compliance with EEC background record checks and be under the supervision of an EEC educator at all times. Volunteers do not count towards the EEC staff to child ratios.
 - **Service Learners/Interns:** All service learners will meet with the Childcare Director for an introductory meeting. A log will be kept with dates and hours of orientation and service. All volunteers will be under the supervision of an EEC educator at all times and will not be left alone with children. Service learners do not count towards the EEC staff to child ratios.

COMMUNICATION WITH PARENTS

MyProcure Emails

Emails from the Boys & Girls Club will be sent to the email addresses listed on file list on your application and MyProcure account. A parent must be listed as either a primary or secondary payer on their child's account to receive these updates.

Progress Reports

A written progress report will be prepared annually (at the midpoint of the program year). Parents will be offered a conference to discuss the content.

Parental Visits & Conferences

Parents are encouraged to visit the program at any time. No notification is required. However, parents who are visiting the program must realize that the staff's first priority is to the children and therefore they may not have the time to spend with a visiting parent. Parent conferences can be held at the request of a parent or Staff. Such conferences will be held when a problem or situation arises which requires additional attention that cannot be given during regular program hours.

Parental Complaints & Comments

Parental input is a valuable asset to making the Fun Club experience successful for children. Parents are encouraged to share feedback or concerns with the Childcare Director or Site Coordinator.

Notification of Legal Proceedings

The Club shall report to the EEC, in writing and within 10 days, of the legal proceedings brought against him or any person employed by the program if such proceeding arises out of circumstances related to the care of the children in the program or to the continued operation of the program.

Confidentiality of Family Information

102 CMR 3.10(4)(b) Information contained in a child's record is privileged and confidential.

102 CMR 5.13(1)(e) Information contained in children's, birth parent's, foster and adoptive parent's records shall be privileged and confidential.

606 CMR 7.04(12) Information pertaining to children and their families is privileged and confidential. No licensee or educator may distribute or release information about a child or his/her family to any unauthorized person, or discuss with any unauthorized person information about a child or his/her family without the written consent of the child's parent.

All EEC child care and placement licensing regulations contain provisions that protect the information contained in children's records from unauthorized use and from disclosure to anyone not directly involved in implementing the child's program without written consent of the child's parents. The intent of these regulations is to protect the privacy of children and families.

Therefore, early education and care and child placement programs and their staff may not distribute, share or discuss information (including photographs or other images) about children and families in their care by any means, whether written or verbal, using any medium, including but not limited to telephone, email or electronic text, without the expressed written permission of the child's parents or pursuant to a court order.

Images of children, whether or not they are identified by name, as well as personal information related to children and their families, may not be posted on "Facebook", "SnapChat", "Twitter", "Instagram", "TikTok" or any other similar online directory, social utility or networking website under any circumstances. However, images of children and personal information related to children and families may be shared on the restricted, private portions of such websites only with the express written permission of the child's parents (I.e. Club Websites, Club Social Media Accounts, and newspaper announcements.)

Early Education and Care (EEC) and Boys & Girls Club Fun Club Staff may not discuss children and families in their care with anyone not directly involved in implementing the child's program, including but not limited to other parents in the program, and may not distribute copies of information in a child's record without the expressed written permission of the parents or pursuant to a court order.

GUIDANCE AND DISCIPLINE POLICY

The goal of the Boys & Girls Club of Greater Billerica, Inc. is to provide a safe environment for all children. It is the hope of the Staff that every member treats the Club with respect and demonstrates proper behavior. It becomes necessary, however, to deal with inappropriate behavior quickly, professionally, and in a compassionate manner. The underlying goal is to reinforce the idea that all behaviors (appropriate or inappropriate) and their consequences are in the child's control.

Behavior management measures will be reasonable and appropriate to a child's understanding/need. These measures should allow a child to grow and develop to their maximum potential, while protecting the group and the individual within. Time out and missing special activities/ field trips may be consequences of misbehavior.

All behavior incidents shall be documented and a copy sent home. (*See Injury Reports above*) Suspension will be used as a last resort and will be given for 1-5 days, depending on the severity of the behavior and situation. Continuous inappropriate behaviors may result in permanent removal from the program. If requested by the Parent, the Club will provide information and referral for services.

Corporal punishment, including spanking, is prohibited. No student shall be subjected to crude or severe punishment, humiliation, or verbal abuse. No child shall be denied water, food or shelter as a form of punishment. No child shall ever be punished for soiling, wetting or not using the toilet.

Parents/Guardians: You can help us by reinforcing these messages at home!

1. **Be a positive Club member:** Be kind, encourage others, listen to others, follow staff directions and have fun!
2. **Be respectful:** Use positive and respectful language; keep your hands, feet, and property to yourself. Taking pictures and video is only allowed under the direct supervision of staff. Pictures or videos are strictly forbidden from being taken in bathrooms or locker rooms.
3. **Be responsible:** All members are expected to clean up after themselves and help keep the Club clean.
4. **Participate in activities:** Try your best and support others in all activities. Members are strongly encouraged to spend time daily in the education spaces.
5. **Dress appropriately:** Clothing promoting drugs, sex, innuendos, and/or violence are not allowed in the Club.
6. **Keep the Club safe:** No fighting, inappropriate physical contact, stealing, inappropriate sexual conduct, possession of weapons, drugs, alcohol, or associated equipment (lighters, rolling paper, etc.) The Club is a drug free and smoke free environment.
7. **There is a zero-tolerance policy for bullying,** teasing, taunting, picking on or ganging up on others physically, verbally or by electronic/video means. This behavior will not be tolerated and may result in time off or permanent removal from the Club. (Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.)
8. **Stay in supervised areas ONLY and with assigned group.** Follow the specific expectations in each program area.

9. **Keep all valuables and personal property at home.** *The Club is not responsible for any lost or stolen items.* If something is found it **MUST** be turned in to the front desk or an adult staff. Keeping found items will be considered stealing.

If a member violates a minor rule or expectation the staff will pull them out of the group and address the behavior in the moment. For more serious rule violations, the member will be brought to the site coordinator's office. The director will then review the incident and determine the appropriate consequences. Every effort will be made to have the incident become a learning experience, however we believe in holding Club members accountable and will not allow behaviors that will place the safety of other members at risk.

The Club reserves the right to terminate membership of a child if they feel they are unable to maintain that member's safety and or the safety of other youth in the program.

REFERRAL SERVICES

If a staff member notices any concerning social behavior, physical appearance, or attitude it is their responsibility to notify their immediate supervisor. Staff are responsible for documenting any observations, as well as efforts the program has made to accommodate the child's needs. Acting in the child's best interest, the supervisor will bring the matter to the attention of the parents/guardians. Once the program has obtained written informed consent of the parent the program will make the appropriate referrals and may share the information with appropriate personnel at the child's school. Program staff must maintain all documentation, including written informed consent from the parent/guardian, documentation of parent conferences and communications, and all observations and accommodations made on site.

Referral Numbers

<u>Mental Health, Hearing, and/or Health Services:</u>	<i>Lowell General</i>	978-937-6000
<u>Vision:</u>	<i>Vision Works</i>	978-667-0481
<u>Dental:</u>	<i>MA Dental Society</i>	800-342-8747
<u>Chapter 776:</u>	<i>Director of Special Ed</i>	978-528-8591
<u>Child at Risk:</u>		800-792-5200
<u>Parental Stress Line:</u>		800-632-8188
<u>Poison Control:</u>		800-222-1222

The program will make every reasonable effort to work with children and families with disabilities, in order for the child to successfully acclimate into our programs. In the event that a child identifies a disability at enrollment, or a disability is identified after enrollment that will require accommodations to be made, the program and its staff will take the following steps.

1. A meeting will be set up with the parents/guardians and possibly school personnel if the parent/guardians' consent. To discuss and document the specific accommodations that will be required
2. The program will determine whether the accommodations are reasonable and possible given the nature of the program, and the impact the accommodations would have on the program, as well as the availability of services provided elsewhere.
3. The program will then notify the parents of either:
 - a. Other services available to the family and/or its intent to terminate the child from the program
 - b. The accommodations being made for child, as well as its intent to work with the family and/or local service providers, the school, and the parents to best serve the child.

MANDATED REPORTING

All staff members are mandated reporters according to the Massachusetts General Law C119, Section 51A. This means that if a staff member has a reasonable suspicion of abuse or neglect of a child, he/she **must communicate concerns with the site coordinator and or childcare director to file a report** with the Department of Children and Families.

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

Suspected Neglect and/or Abuse by a Parent/Guardian/Relative/Etc.:

- A staff member who suspects abuse or neglect must document his/her observations including the child's name, date, time, child's injuries, child's behavior, and any other pertinent information. The staff member will discuss this information with the Childcare Director.
- The Childcare Director or the staff member with the assistance of the Childcare Director will make a verbal report to DCF, to be followed by a required written report 51A within 48 hours.

Suspected Neglect and/or Abuse by a Staff Member:

- Any report of suspected abuse or neglect of a child will be immediately reported to the Department of Children and Families 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 with pay pending the outcome of the DCF and EEC investigations.
- If the report is screened out by DCF, the Childcare Director has the option of having the staff member remain on suspension pending the EEC investigation or allowing the staff member to return to the program. This decision will be made by the Childcare Director and will be based on the seriousness of the allegations and the facts available.
- The childcare director will write up an incident to BGCA within 48 hours.
- If the allegations of abuse and neglect are substantiated, it will be the decision of the Childcare Director whether or not the staff member will be reinstated.
- The Childcare Director and staff will cooperate fully with all investigations.

If a staff member feels that an incident should be reported to DCF, and the Program Director disagrees, the staff member may report to DCF directly.

EMERGENCIES

Emergency information should be up to date at all times. Staff must be able to contact parents in case of an emergency. If changes in contact information occur, parents must notify the Director of Enrollment and Billing via email, and they should also update the site coordinator.

In the event of a medical emergency:

1. Call EMS (911; from cell phone, call 978-667-1212)
2. Call parents
3. Call emergency contacts if the parents cannot be reached
Depending on the urgency of the situation, parents may be contacted after initiation of EMS (911)

Emergency Numbers

Medical Emergency	911 (from cell phone, call 978-667-1212)
Police	911 (from cell phone, call 978-667-1212)
Fire	911 (from cell phone, call 978-667-1212)
Rescue	911 (from cell phone, call 978-667-1212)
Hospital (Saints Memorial, Lowell)	978-934-8346
Poison Control	800-222-1222
MA Emergency Management Agency	800-982-6846
Eastern Bus Company	617-628-6868/978-362-1142
Department of Social Services	978-275-6800

HEALTH CARE POLICY

2024-2025

First Aid Equipment & Training

In the event of an injury, only staff who have current first aid certification will be allowed to administer it, no matter how minor the injury.

SCHOOL YEAR: All staff must be first aid certified within six (6) months of employment. One Staff member certified in CPR must be on the premises during all hours of operation.

SUMMER: At a minimum, one staff on site at all times, beyond the Health Supervisor, must be First Aid and CPR certified.

Each program site will have a first aid kit stocked with all necessary supplies as outlined below. Its location will be marked by a red cross on the front of the container, as well as the cabinet containing the kit (at off-site program). The first aid kits are stored out of reach of children, but easily accessible to staff in case of an emergency. First aid kits will be restocked throughout the year as needed, and will be inspected, at a minimum, at the start of each month.

First aid kits will be available on all program vans used to transport children in our care.

First Aid Kits must contain, at a minimum:

- 35 bandages
- 10 – 2x2 gauze pads
- 10 – 3x3 gauze pads
- 10 – 4x4 gauze pads
- 2 – 8x10 ABD pads
- 3 – 2” gauze roller bandage
- 3 – 3” gauze roller bandage
- 3 – 4” gauze roller bandage
- Roll adhesive tape
- 2 instant cold packs
- Scissors
- Thermometer
- Thermometer Probe Covers (1 box)
- Box of disposable gloves, 2 pairs of non-latex gloves
- Sling
- Saline eye wash
- Micro-shield or pocket mask with one-way valve (for CPR)
- Disposable Pillow Covers (minimum of 10)

Injury Prevention

The Club will make every reasonable effort to ensure a safe program site for all children enrolled in its programs, including at off-site locations. The supervising staff at each program site will make a daily safety check of the site to ensure the removal and/or repair of any potentially hazardous items or conditions. All toxic and hazardous substances are to be either disposed of immediately or kept in locked closets out of reach of the children.

No smoking is allowed on the premises.

Injury Reports

A formal injury report will be filed for any injury sustained by a child in care. The report must be filled out within 24 hours of the incident, and a copy will be provided to the parents. A copy will also be placed in the child's file. All injury reports are to be reviewed by the supervisor on duty prior to being sent home.

Injury reports are recorded in an Injury Log. The Injury Log is reviewed on a monthly basis. Parents are notified immediately of any injury requiring emergency care.

Injuries requiring the child to seek additional medical care, including but not limited to lacerations requiring stitches and broken bones, will be reported to the licensing agency by the Childcare Director (*School Year: Department of Early Education and Care; Summer: Department of Public Health*) in accordance with the agency's regulations. The licensing agency will be immediately notified of any serious injury requiring hospitalization or of the death of a child while in program care.

Medical Emergencies

In the rare instances where a child requires additional medical treatment, immediate action will be taken. Emergency contact information is posted at each program site, and is kept up to date at all times. The immediate needs of the child will be met by a staff member while another staff member contacts emergency medical systems (9-1-1). * Once medical services are in route; the parents will be notified. The EMS team will assess the situation and determine where the child will receive the next level of treatment.

In the event of a true medical emergency, staff will:

1. Call Billerica Emergency Services (9-1-1)
2. Call parents/guardians
3. Call emergency contacts if the parents cannot be reached
4. Notify the Childcare Director or other designated adult

** Staff will attempt to contact parents prior to calling 9-1-1 unless it would put the child's well-being at risk.*

In the event of medical emergency requiring further care, the child will be transported via ambulance to the nearest hospital or emergency room facility and a parent/guardian will be contacted to meet an accompanying staff member at that facility. No staff is permitted to transport a child in their personal vehicle.

Emergency contact information for children in care is available during program hours. Original copies will be kept at the program site, while a copy will be available through our online database.

It is parent/guardians' responsibility to update emergency contact information on file as it changes.

In the event of an emergency, program staff will make every effort to speak directly with the parent/guardian(s) of the child. In the event that we are unable to reach the parent/guardian at the work, cell, or home phone numbers listed in the child's record, staff will contact an emergency contact listed in the child's file.

In the event of an emergency while on a field trip or while transporting children, supervising staff will assess the situation, and give first aid as needed. A member of the staff present will contact the Childcare Director as soon as possible to inform them of the nature of the incident and extent of the injuries as well as discuss a proposed plan of action. The Childcare Director or other designated adult will ensure parent/guardian(s) of all children involved are notified.

On field trips or any time children are being transported, staff will bring the emergency contact forms for all children traveling, as well as a portable first aid kit, and a working cell phone. In the event that emergency transportation is needed, the Club will contract with A & F Bus company to arrange transportation.

Meeting the Health Needs of Individual Children

During registration, parents will be asked to record any known allergies, medical or behavioral conditions and/or specialty diets on their child's registration form. They will also need to record whether or not the child will require the administration of medication (routine or emergency) while in care.

All allergy lists will be posted in the snack storage cabinets (Fun Club) as well as in the children's records binders for easy access by staff. Allergy lists will be updated and reviewed monthly, or sooner if necessary as new children enroll or unknown allergies become known. All staff and substitutes will be kept informed of children's allergies/conditions by their supervising staff (Site Director or Age Group Director) so that children can be protected from any allergens and/or receive the support/attention needed.

For a child with specific food allergies or specialty diet needs, supervising staff will inform the program staff of substitutions for snacks when completing weekly snack menus.

In the event of an allergic reaction, an allergic child may be removed from the environment causing the allergic reaction, and/or the allergen will be taken out of the child's space, as appropriate to the situation.

The names of children with allergies that may be life threatening (i.e. bee stings, nut allergies) will be posted at each site and listed in the front children's records binder. Emergency medication (epi-pens) will be kept in a readily accessible location at each site out of reach of children, and the supervising staff will ensure all staff are aware of allergies and the location of emergency medication. The Childcare Director will be responsible for making sure that staff receives appropriate training to handle emergency allergic reactions. (See Page ____ "First Aid")

Individual Health Care Plans (IHCP)

Any child who has been diagnosed by a licensed health care practitioner with a chronic medical condition and/or severe allergy must have an Individual Health Care Plan (IHCP) on file prior to their first day in care at the Boys & Girls Club of Greater Billerica. The plan must describe the condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered.

The IHCP must be signed by both the parent/guardian and the child's doctor. Each IHCP is valid for 12 months from the earliest date authorizing the plan.

Medication Procedures

No medication, with the exception of topical ointments applied to normal, unbroken skin, may be administered to a child in our program without the required paperwork on file. (Individual Health Care Plans and/or Medication Consent Forms) This includes both prescription and over the counter medications.

All staff administering non-emergency medications must have completed the "5 Rights of Medication Administration" training provided by the Department of Early Education and Care. Additionally, all staff working in the school year childcare programs are certified to identify the signs and symptoms of (A) an allergic reaction requiring emergency medication and how to administer an Epinephrine Auto-Injector and (B) a diabetic emergency through their National Safety Council's Childcare Provider First Aid Certifications, updated annually.

The Boys & Girls Club of Greater Billerica will administer medication **only** with written authorizations of the child's parent/guardian and the child's pediatrician (Medication Consent Form). A Medication Consent Form is required for any child who may need to have medication administered while in the care of the Boys & Girls Club of Greater Billerica. This form is required for ALL medication including emergency, routine prescription medication, over the counter medication, and topical medication. Each medication should be listed on its own Medication Consent Form and forms are valid for 12 months from the earliest date authorizing the plan.

- **Prescription medication**: Medication Consent Form must be signed by the Parent/Guardian The prescription label will fill the requirement for the physician's signature, however, parents must complete the information on the form based on the prescription label before signing. Instructions listed on the prescription label must match what is written on the Medication Consent Form.
- **Non-prescription medication** (i.e. Benadryl or Tylenol): Medication Consent Form must be completed and signed by both the parent/guardian **and** your child's doctor.
- **Topical Ointments and Sprays**: (i.e. Vaseline, sunscreen, bug spray, lotions): Medication Consent Forms only require a parent/guardian signature. The signed form will be valid for one year.
 - When topical ointments and sprays are applied to wounds, rashes, or broken skin, the Club will follow its written procedure for non-prescription medication which includes requiring a Medication Consent Form signed by the parent/guardian and the child's doctor.

General Guidelines for Medication Administration

- All medications, prescription and over the counter, must be given in its original container with the child's name clearly written on it. Prescription medication must have a prescription label attached.
- The first dosage must be administered by the parent at home in case of an allergic reaction.

- All medication must be kept at the program; All medications will be stored out of reach of the children. All medications that are considered “controlled substances” will be locked up and kept out of reach of children.
- The Club will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to normal skin) which will include the child’s name, time and date of each administration, the dosage, and the name of the staff person administering the medication. This completed record will become part of the child’s file.
- The supervising staff (Site Director or Age Group Director) will be responsible for the administration of medication. In his/her absence, only staff who have completed the appropriate trainings will administer and log the medication.
- It is the parent/guardian’s responsibility to replace expired medication and update forms as they expire. Expired medication will be returned to the parent/guardian.
- All unused medication will be returned to the parent.

Immunizations and Health Records

Children enrolled in School Year Childcare

All children enrolled in our school year programs must have an up-to-date health record and required immunization records on file at either: Their current elementary school (Fun Club) and/or at the Boys & Girls Club.

Children enrolled in Summer Camp

All children enrolled in summer camp must have an up-to-date health record and immunization record on file with the Boys & Girls Club. These records are due prior to June 1st of the camp season.

Staff

All staff working with the Boys & Girls Club of Greater Billerica must have an up-to-date health record on file (dated within 24 months or 12 months of initial employment) and an immunization record with two (2) doses of the MMR vaccine and a tetanus shot dated within the last 10 years (*camp only*).

Immunizations exemptions:

In accordance with Massachusetts Law, all immunizations must be up to date unless one of the following exemptions is met:

1. A medical exemption is allowed if a health care provider submits documentation to the program that an immunization is medically contraindicated; or
2. A religious exemption is allowed if a parent submits a signed statement to program stating that immunizations are contrary to his/her sincere religions belief.

Managing Infectious Disease

The Boys & Girls Club of Greater Billerica is committed to promoting a healthy environment for the children in our program, as well as our staff. In order to maintain a healthy environment, children/staff may be excluded from the program if it is determined that any of the following exist:

- The individual’s illness prevents the individual from participating in the program activities or from resting comfortably;
- The individual’s illness results in greater need than the child care staff can provide without compromising the health and safety of the other children and/or staff;
- The individual has any of the following conditions: fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness; (individuals must be fever free for 24 hours before returning to the program)
- The individual has diarrhea;
- The individual vomits two or more times in the previous 24 hours at home or once at the Club;
- The individual has mouth sores, unless the physician states that the child is non-infectious;
- The individual has symptoms of chicken pox, lice, or strep throat

A child/staff who has been excluded from child care will not be readmitted to the program until he/she is symptom free unless they have been examined by a physician, physician’s assistant or nurse practitioner, and the Club is notified in writing that they child does not pose a health risk to himself or others and is able to participate in program activities. Nevertheless, the Club may make the final decision concerning the inclusion or exclusion of the child.

Please see the table for specific exclusion and prevention policies.

Communicable Diseases

In cases of certain communicable disease, the Boys & Girls Club of Greater Billerica will contact the Billerica Board of Health within 24 hours so that control measures can be used. Parents and must notify the Boys & Girls Club within 24 hours if a child, staff or family member has developed a known or suspected communicable disease.

All parents will be notified in accordance with Board of Health guidelines if a communicable disease is reported.

Criteria for Excluding Individuals from Child Care

Condition	Exclusion	Prevention
Chicken Pox (Varicella)	Exclude for five days after the onset of the rash OR until all lesions have dried and crusted over, whichever is later	Immunize
Perulent Conjunctivitis (Pink Eye)	Exclude until examined by a physician and approved for re-admission; Exclude for 24 hours after treatment begins for purulent conjunctivitis (red or pink conjunctiva with white or yellow discharge)	Clean hands before treating child’s eye and promote good hygiene; wash hands after contact with child’s eye or with discharge

COVID-19	Exclude from care for five days after day 0. Child may return on day 6 but must mask through day 10. Child may not return if symptoms are not improving.	Optional mask wearing, good hand hygiene, social distancing.
Diarrhea	Exclude when the stool is watery or decreased in form AND cannot be contained by diapers or controlled by toilet use, or if stool contains blood or mucus, or if accompanied by a fever	Wash hands after any contact with stool
Head Lice (Pediculosis)	Exclude until morning after treatment begins. Must be free of all nits or scabies, and free of all mites.	Avoid physical contact with infected person and their belongings. Keep belongings of children separated; wash and dry all items in contact with the infected persons
Hepatitis A	Exclude for 1 week after the onset of illness. Exclude exposed children/staff until immune globulin has been administered (<i>within 2 weeks of exposure</i>) as directed by the health department	Immunize; good hygiene
Hib	Exclude until well and appropriate antibiotics have been taken for 4 days	Immunize; antibiotics for those in contact with infected person
Impetigo	Exclude for 24 hours after treatment begins	Good hygiene; air out room daily; clean surfaces and utensils
Measles	Exclude for 4 days after rash appears	Immunize
Mouth sores	Exclude only in children who cannot control their saliva, unless the child's physician or local health department states the children is not infectious	
Mumps	Exclude for 9 days after the onset of gland swelling	Immunize
Pertussis	Exclude until 5 days of appropriate antibiotic therapy. If no antibiotics are taken, exclude for 3 weeks after onset of cough.	Immunize; antibiotics for those in contact with infected person
Rash	Exclude if accompanied by a fever or behavior change until a physician determines that the illness is not a communicable disease	
Ringworm (Tinea)	Exclude until treatment begins	Keep environment clean, dry, and cool
Rubella	Exclude for seven days after rash disappears	Immunize
Scabies	Exclude until treatment is completed	Wash/Dry items that were in contact with the infected skin; Keep belongings of children separated
Strep Throat	Exclude for 24 hours after treatment begins AND the child has a normal temperature for 24 hours	Air out room daily, clean surfaces and utensils

Tuberculosis	Exclude until the child's physician or local health department authority states the children is non-infectious	
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Infection Control

All staff and children should practice a strict hand washing schedule. Hands should be washed with running water and liquid soap using friction for 15-20 seconds and dried with disposable towels. At minimum, hands should be washed before handling or eating food, after toileting or assisting children, after contact with body fluids (blood, mucus, feces, and vomit), and after cleaning areas contaminated with body fluids. Staff must wash their hands before and after administration of medication, performing cleaning tasks, and emptying trash.

When preparing snacks that are not individually packaged, all staff must wear food safety gloves, provided by the program. At Fun Club, hand-washing before snack will be done with the use of anti-bacterial hand sanitizer.

Disposable medical gloves are included in each first aid kit and must be used for cleanup of bodily fluids and bloods spills. Used gloves shall be thrown in a lined, covered container. Bloody clothes will be double bagged, labeled, and given to the parent at pick-up.

Sanitizing and Disinfecting *

Mops used for cleaning bodily fluids and thermometers must be washed with soap and water and disinfected after each use.

The following items must be monitored for cleanliness and washed and disinfected at least daily:

- Toilets and toilet seats
- Sinks and sink faucets
- Drinking fountains
- Water table and water play equipment
- Play tables
- Smooth surfaced/non-porous floors
- Mops used for cleaning
- Cloth washcloths and towel

The following items must be washed monthly (more frequently if needed) to maintain cleanliness, when wet or soiled, and before use by another child:

- Cots, mats, or other sleeping equipment
- Sheets, blankets, or other coverings
- Machine washable fabric toys

Pillows and thermometers used by the program must be covered with single-use disposable covers to prevent the spread of germs among children and staff.

** At off-site locations, sanitation and disinfection of program areas (Cafeteria and gym) will be maintained by the Billerica Public Schools janitorial staff.*

Disinfectant Solutions

The disinfectant solution should be either a self-made bleach solution (1/3 tsp. standard bleach per 1 quart of water) or a commercially prepared disinfectant that has been registered by the Environmental Protection Agency as a sanitizing solution. The household bleach used to prepare a self-made solution shall have 5.25% available chlorine as hypochlorite. This solution should be labeled and stored in either a spray bottle or a bottle that is sealed with a cap, stored in a secure place, and out of reach of children.

EMERGENCY MANAGEMENT

Emergency Evacuation Plan

Evacuation drills will be practiced monthly.

In the event of an emergency situation that requires evacuation, one of the following plans will be implemented:

1. If evacuation has taken place during the school day, children will be evacuated to a middle school or other facility determined by the school department and transportation. The Club will be notified if the Fun Club site has been moved to ensure proper communication with parents that might contact the Club. Fun Club staff will contact parents.
2. If an environmental emergency is confined to the immediate area of the site (i.e. fire, toxic fumes), and the children cannot stay on the premises, the children will be brought to:
3. In the case of an offsite evacuation from any of our 5 school sites, we have contracted with Bedford Charter Bus Company to pick members/staff up from the school and brought to Boys & Girls Club of Greater Billerica, located at 19 Campbell Road, Billerica, MA 01821.
4. In the event of exposure to toxic materials or gasses, and a physical examination is recommended, children will be transported to Lowell General Hospital –Saint’s Campus by bus. Children will remain there, accompanied by staff, while parents/emergency contacts are notified of the situation and arrangements are made for pickup.
5. In the event of a major environmental hazard that necessitates a larger evacuation area, such as several neighborhoods, the children will be transported to a Red Cross designated mass shelter.

Children will remain there, accompanied by staff, while parents/emergency contacts are notified of the situation and arrangements are made for pickup.

There will be a message on the voicemail at the Club should any of these situations arise.

**A more detailed plan of our emergency management procedures can be found in our Emergency Management Plan*

GREAT FUTURES START HERE.



BOYS & GIRLS CLUB
OF GREATER BILLERICA