



BOYS & GIRLS CLUBS
OF GREATER WASHINGTON

General Heiser Branch

Before & After School Program— 2021-2022 Handbook



GENERAL HEISER BRANCH
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Welcome Families,

The Boys & Girls Club's mission is to help youth of all backgrounds, with an emphasis on at-risk youth, build confidence, develop character and acquire the skills needed to become productive, civic-minded, responsible adult.

Ages Served:

Serving youth Kindergarten (5) through age 14

Rates and Document to Complete:

Registration fee per child \$50.00
Membership fee per child \$50.00
Before and after care \$110.00/\$90.00 sibling discount
Before care only \$55.00
After care only \$70.00
Immunization and physical documents

Weekly payments due by Friday the week before services are rendered ,late fee will be on Monday. All payments are online.

Services will be terminated for payments two weeks late. We do **NOT** provide end of the year statements. We will provide our Tax ID number at tax time.

Hours of Operation:

Monday: 6:00am–6:00pm
Before Care: 6:00am—School
After Care: Dismissal-6:00pm

Sign in/out policy:

It is a licensed requirement that parents accompany their youth inside the building they must be signed in and out daily.

Any DSS parents will need to punch in and out daily, to include signing the sign in book. We receive no funds if attendance is missing.

Schools We Serve

Middle Schools:

Graham Park, Potomac Shores

Elementary Schools:

Dumfries, Covington-Harper, Mary Williams Pattie, Porter, River Oaks and Swans Creek

High Schools:

Potomac High

The Boys & Girls Clubs will provide transportation to and from each school we service, except in cases where transportation is provided by the school system. .

Transportation:

All children are required to wear their seatbelts and must abide by all bus rules. Children who consistently break the rules may be written up, suspended, and/or lose bus privileges.

If a child arrives late (morning) to the Club after the bus has left, parents must transport their youth to school.

Afterschool pickup, it is important that your child arrives to board the Heiser Boys & Girls Club busses in a timely fashion, within 10 minutes of the dismal bell, this will ensure we arrive at other school on time. We will **NOT** return to any school to pick up youth for any reason.

Minimum transportation Requirements

In order to provide transportation to and from school we require a minimum of 5 children to be enrolled from each school served. There are other factors which also need to be in place.

Late Fee's/Late Pickup:**LATE FEES ARE AS FOLLOWS:**

6:00-6:15 pm \$15.00

6:30- 6:45p \$30.00

6:41-7:00pm \$45.00

Consistent lateness will face the possibility of disenrollment.

Snow Days & School Early Dismissal:**Snow Day Policy**

The Boys & Girls Clubs of Greater Washington reserves the right to close during inclement weather, however our general policy is to follow the federal government and or local government closures & delays. Delays & closures will be posted on our website, and Facebook.

A full day program is available when schools are closed for teacher work day's and early dismissal. An additional fee of \$30.00 per youth will apply for before care only youth and after care only youth.

Services will be terminated for payments two weeks late.

Person's allowed to pickup:

Proper identification is required when someone else picks your youth up.

We must have a copy of the court ordered documents for anyone who is not permitted to pick up your child.

Emergency/Alternate pickup:

Within the Day care form emergency/alternate pickup persons were listed. In an emergency situation each youth parent will be called first. We will also reach out via email concerning any serious emergency. If you cannot be reached via call we will reach out to your emergency contact list

It is your responsibility to inform us and call your emergency contact list if your running late.

Dress Code:

Pants are to be worn at the waist, not below the hips

Underclothing is to be completely covered.

Halter, midriff, bikini tops, short shorts, etc. and/or any "see through" clothing are not permitted

Clothing may not make reference to drugs, alcohol, tobacco products, sex, violence, injury, death or contain vulgar or offensive messages

Fire Drills & Weather Emergencies:

Fire drills are scheduled and held periodically. Evacuation charts are located in each classroom. In the event of inclement weather, the children will be brought indoors.

In the case of natural disasters/weather events the children will be taken to the safest locations within the building. Battery-operated radios are available for staff to keep apprised of such situations. Emergency phone numbers, including 911 and the Poison Control Center are posted.

Emergencies & Infectious Disease:

Parents will be immediately notified in the event of a club wide emergency. Parents will be notified in writing of any occurrence of infectious disease.

Minimum transportation Requirements

In order to provide transportation to and from school we require a minimum of 5 children to be enrolled from each school served.

Snack and Lunch

An after school snack is provided by the Heiser Boys & Girls Clubs.

Youth are required to bring their lunch on all teacher work days, snow days and etc.

Refrigerators and microwaves are not available to youth.

Rules & Regulations

- Loud, abusive, or aggressive language or behavior will not be tolerated while at the Boys & Girls Club or at Club sponsored activities. Staff reserve the right to send members home at any time due to a violation of the rules.
- No smoking is permitted in or around the club.
- No eating or drinking except in designated areas.
- No chewing gum allowed.
- Shoes and shirts are to be worn at all times. Pants must be worn on the waist completely covering undergarments.
- Entry and exit of the building must be made through the designated entrance/exit. All children must be signed in and out each day.
- No glass bottles are allowed in the building at anytime.
- No items that may cause harm or injury to anyone.
- No running in the building.
- Basketballs may not be bounced outside the gym. Basketballs are provided, please leave your basketballs at home.
- Youth are not permitted to use cell phones in the Club.
- All toys, electronics, cell phones or excessive amounts of money should be left at home.
- The Boys and Girls Club is not responsible for any items which are lost, broken or stolen at the Club. All items should be clearly marked with child's name.
- No bullying, verbal or non verbal
- No inciting or encouraging fighting.

Take the time to go over these rules and regulations with your youth.

Forms of Discipline:

~Time Out ~Loss of activity ~ Clean up duty ~ Incident Reports ~ Suspension or Expulsion

If there is any type of fighting or injury to another child, the parents may be called and asked to come in for a meeting with the Director. All decisions are at the discretion of the Directors. Automatic suspension will occur if an incident is repeated after a prior suspension.

The following are reasons for immediate suspension: ~Fist Fighting ~Stealing ~Bullying ~Calling 911(prank) ~Hitting a staff member ~Having pepper spray, firecrackers, alcohol, drugs* or weapons*

*If drugs or weapons are found, the parent & police will be called and the child must be picked up immediately.

Any form of fighting or bullying will not be tolerated; in the event of such occurrence that produces even minor injury, the parent will be required, to meet with the Director for mediation.

Expulsion:

Children who have constant discipline problems and/or are abusive to others will be terminated. Once a child receives 3 incident reports, he/she will be suspended. Children may be suspended with less than 3 incident reports if the situation warrants.

Incident/Accident /Praise reports:

Should your child be involved in an incident or accident a staff member will complete the correct form to be handed off to the parent at the end of the day for signature, simply to acknowledge receipt of the document. Depending on the circumstances a phone call may be necessary and the document. Should an alternate person pick up your youth a copy will be given along with a copy of the document via email. Please, Return the signed copy the next business day.

Any conversation concerning the incident or accident form will be conducted with the Director on duty.

The club is NOT responsible for lost broken, or stolen articles. Lost and found items will be in the front lobby inside large plastic container.

Parents Arrival and Departures:

- Safety is priority at arrival and dismissal time.
- Enter the parking lot in the right direction.
- Do not park in the fire lane.
- Do not allow your youth to walk/run ahead of you into the building.
- Do not pull up and drop your youth off.
- Please be respectful of others when parking.

Thank you for your corporation.

Licensing Information:

The Commonwealth of Virginia standards for State licensed centers assures to families the level of expectations concerning child care for their youth. Standards for licensed centers address ratios of the youth per staff person adequate play space, equipment and enrichment programs provided. These standards also include meeting the requirements for fire, health and building code.

Staff Qualifications:

All staff have criminal record checks on file and are CPR and First-Aid certified, training continues throughout the years. All staff are 18 or older, bus drivers are over 21.

Compliance with standards is determined by announced and unannounced visits from the DSS Social Services Department. In addition, individual may register a complaint about the program which will be investigated

Volunteer Qualifications:

All volunteer's have criminal record checks on file and will be teamed with a staff person.

**State Licensing Office
10 Rosedale CT, suite 270
Warrenton VA 20186
WWW.DSS.VIRGINIA.GOV**

Health & Medication

For children who receive medicine in our care, a medical release waiver must be on file.

Medications that are intended for long-term use (inhalers, Ritalin, etc.) we require a doctor's signature. Medication must be in original bottle and we will not accept medication that is given as a shot (except epi-pens).

Allergies, Special Needs

- Parents must notify the staff of all allergies including those to food, topical ointments, sunscreen, or latex.
- So that we can better serve your child, please notify us in advance of any special needs or behavioral disorders.

Your Child's Health

Parents will be notified if a child becomes ill and parents will be expected to arrange immediate pick up of their child by an authorized person. If your child is injured, you will receive an accident report at sign-out. Any severe accidents will be reported immediately to the parent.

Children Must be Kept Home If:

- They have a fever of 100 or above, vomiting, or diarrhea or if they have an illnesses such as strep throat, bronchitis, or flu. (They have to be on an antibiotic for at least 24 hours before they may return.)
- Your child has conditions such as head lice, pink eye, chicken pox, or contagious rashes. If we see evidence of these on your child, the child will be sent home immediately (a doctor's note will be needed stating that the child is no longer contagious).

Parents MUST notify the daycare center within 24 hrs. of any contagious diseases within their household.

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