

# Funland Before & After School Program 2022-2023 Handbook

## Martin K. Alloy Boys & Girls Club of Manassas

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<https://bgcgw.org/clubs/the-martin-k-alloy-boys-girls-club-of-manassas/>



### Welcome!

The mission of Boys & Girls Clubs of Greater Washington (BGCGW) is to help boys and girls of all backgrounds, especially those who need us most, build confidence, develop character and acquire the skills needed to become productive, civic-minded, responsible adults.

### Ages Served:

Serving youth Kindergarten (5) through age 16

### Rates and Document to Complete:

**Registration fee:** \$50.00

**Membership fee:** \$50.00 (ages 5-12); \$25 (ages 13-18)

**Before and After Care:** \$115/\$95 (sibling discount)

**Before Care Only:** \$65.00

**After Care Only:** \$80.00

**Teacher Work Days/Snow Days:** \$30/day

**Late Payment Fee:** \$10.00

Enrollment form, physical documents and immunization records and we need to see a birth certificate.

Weekly payments are due on Friday before 5 pm. All payments are online. We do **NOT** provide end of the year statements (please keep receipts). We will provide our Tax ID number at tax time.

### Hours of Operation:

Monday: 6:00am–6:00pm

### Sign In/Out Policy:

It is a Virginia Licensing requirement that parents accompany their youth inside the building, must sign them in and out daily. All DSS parents must punch in and out daily, to include signing in and out. We receive no funds if attendance is missing.

### Schools We Serve

#### Middle Schools:

**MCPS:** Metz • **PWCS:** Unity Braxton

#### Elementary Schools:

**MCPS:** Baldwin, Jennie Dean, Haydon, and Round

**PWCS:** Bennett, Ellis

#### High Schools:

**MCPS:** Osbourn

**PWCS:** Unity Reed

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.

### Minimum Transportation Requirements

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. If you don't see your school, please contact the club and we will confirm.

**Transportation: All children must 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 departed, parents are responsible for transporting their youth to school. Afterschool pickup, it is important that your child arrives to board our buses in a timely fashion, this will ensure we arrive at other school on time. We will NOT return to any school to pick up youth for any reason.

**Late Pickup Fees:**

6:00—6:15 pm \$15.00

6:30—6:45 pm \$30.00

6:41—7:00 pm \$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/or 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/youth will apply for **before care only** and **after care only** youth.

**Authorized Pick-up:**

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

**Court Ordered/Custody:**

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

**Emergency/Alternate pickup:**

The Day Care Enrollment Packet list two emergency/alternate contacts. In the case of an emergency parents will be contacted first. If you cannot be reached via call we will reach out to your emergency contacts. It is your responsibility to inform us and/or call your emergency contact if you're running late.

***Please remember to update all new phone numbers and/or email addresses, as well as emergency contacts or family, friends, and neighbors who are authorized to pickup your child(ren).***

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

**Emergencies & Infectious Disease:**

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

**Snack and Lunch**

An after school snack is provided. 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.
- No bullying (verbal or non-verbal)
- No inciting or encouraging fighting
- 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.***

**Please take the time to review these rules and regulations with your children.**

## 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 and/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 behavioral problems and/or are abusive to others will be disenrolled. 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 and/or accident, a staff member will document these actions by completing the appropriate form. The form will be given to the parent at the end of the day for signature. Depending on the circumstances a phone call may be warranted. Any conversation concerning the incident and/or accident will be conducted with a Director only.

## 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 children 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 must be cleared to work via the Central Registry and Background Unit (criminal records and fingerprinting), a negative TB test, First Aid/CPR certified and on-the-job training continues throughout the year. All staff are 18 years old or older and bus drivers must be 21 years old and have an excellent driving record. We must be in compliance with licensing standards, This is determined via an announced and unannounced visit(s) from the DSS Social Services Department.

## Volunteer Qualifications

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

## 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 and 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

- A fever of 100 degrees 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 hours of any contagious diseases within their household.