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**BOYS & GIRLS CLUBS**  
OF GREATER WASHINGTON

## General Heiser Club Before & After School Handbook 2022/2023



### Welcome!

This Parent Handbook will acquaint you with a clear picture of this Center and what you and your child/ren can expect while being in our care. We desire to create a safe, positive, fun and supportive environment with opportunities and recognition.

### Our mission statement

Our mission is to help boys & girls of all background, especially those who need us most, build confidence, develop character and acquire the skills needed to become productive, civic minded responsible adults.

### Heiser training dates

Thursday, August 25  
Monday, September 2  
Friday, December 2  
Monday, March 6

These weeks will be prorated



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## General Heiser Club

### Hours of Operation:

Monday-Friday: 6am - 6:00pm

Before Care: 6am: School

Aftercare: School dismissal: 6:00pm

### Prices & Fee:

Membership Fee \$50.00

Before & After Care \$115/\$95 sibling

Before care only \$65.00

After care only \$80.00

All payments are due by the Friday prior to the week your child will be attending. If payment is received after Friday you will be charged a \$10.00 late fee. Late payment will take place at the front desk.

We do not provide end of the year statements. We will provide our Tax ID number at tax time. Receipts are provided via email when payment are made.

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

### Holidays:

Heiser club is closed for all Federal Holidays:

Labor Day, Columbus Day, Veterans Day, Thanksgiving Day & the day after, Presidents Day, Martin Luther King Day, Christmas Eve & the day after, New Years Eve/Day.

No discounted rate for Federal Holiday's

State Licensing Office:

Northern Regional Office

410 Rosedale CT. 20186

Warrenton, VA 20186

540-347-6328

### Late Fee's/Late Pickup:

6:00-6:15 pm \$15.00

6:16- 6:30pm \$30.00

6:31-6:45pm \$45.00

Consistent lateness will face the possibility of disenrollment.

If your child has not been picked up by 7pm the police and CPS will be called.

If you are running late picking up your child it is your responsibility to reach out to your authorized list of friends and family for pick up. Communication is important.

### My Club Hub (MCH):

Parent portal

[www.https://bgcgw.force.com/portal/s/](https://bgcgw.force.com/portal/s/)

### 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.

### Teacher Work Days:

A full day program is available when schools are closed for teacher work day's. An additional fee of \$15.00 will apply to Before care only and After care only families. Hours 6am- 6pm

### Early Release & Two Hour Delays:

We cannot accommodate Before only kids on early release days. We cannot accommodate Aftercare families on two hour delays.



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## General Heiser Club

### Middle Schools

Graham Park, Potomac Shores

### Elementary school

Portal Traditional, Swans Creek,  
River Oaks, Triangle, Pattie, Mary Williams,  
Dumfries and Covington-Harper.

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.

All youth are required to wear their seatbelts and must abide by all bus rules. Youth who consistently break the rules may be written up, suspended, and /or lose bus privilege's.

If a child arrives late to the Club after the bus has left, parents must transport them to school. A meeting will be scheduled with a child's parents if their child repeatedly misses the afternoon bus.

### Afternoon pickup:

Parents we need to be notified by 2:00pm via email or text if your youth will not need afterschool pickup so that we can plan accordingly.

### Snacks & Lunches:

A three component after school snack is provided by the Boys & Girls Clubs.

Youth are required to bring their lunch for any club full day program such as:

- Teacher Work Days
- Snow Days
- School's Non Federal Holiday closure

Refrigerators and microwaves are not available to members.

### Sign in / Out policy:

All youth are required to be signed in by an adult, they may not come into the club in the morning alone. During afternoon pickup youth must be signed out.

We require written authorization for anyone, other than a parent to sign your child out for dismissal. When updating your authorized persons pick up list send an email to [Lpayton@bgcgw.org](mailto:Lpayton@bgcgw.org).

Proper Identification is required for anyone signing your child out of the center.

### 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

The club is NOT responsible for lost, broken, or stolen articles. Lost and found items.





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### Additional Info:

#### 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 in 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.

### Staff Qualifications:

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

### Progress Reports & Report Cards:

The Boys & Girls Clubs request that parents share copies of school progress reports and report cards with our staff. This enables us to enhance our educational programming and to better meet the needs of your children.

### Minimum Enrollment Requirements:

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

### 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 epipens).

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.

### 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.





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## General Heiser Club

### 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 any time.
- 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 designated times.
- 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.

### 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.