

PERSONAL BELONGINGS

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

All members must bring the following each day to the Club:

- Face Masks (pack an extra!),
- Homework or book for PowerHour,
- Comfortable clothing,
- Sneakers, for use in the gym,
- Refillable water bottle (water fountains are off at this time),
- A positive attitude!

Belongings: Club members will receive a basket to store their belongs each afternoon. This basket will stay in the program space and will not be continuously supervised. Members should leave all items of importance, toys, personal devices, etc. at home. Valuables that must come to the Club are the member's responsibility and should be kept with them at all times.

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

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

FOOD & VENDING

Club members participating in afterschool will be provided with a snack each day. During snack, members will maintain six feet of distance. Members may bring their own snacks. Please note that snack will be only allowed during the designated times and our Café will not be open at this time.

STAY UP TO DATE

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

www.bgcwoburn.org
www.facebook.com/bgcwoburn.org
www.twitter.com/bgcwoburn
www.instagram.com/bgcwoburn

PARENT & CLUB MEMBER HANDBOOK



JAMES L. MCKEOWN
BOYS & GIRLS CLUB
OF WOBURN

2021-2022 Main Clubhouse

Charles Gardner Lane
Woburn, MA 01801
781-935-3777

www.bgcwoburn.org

Welcome to the James L. McKeown Boys & Girls Club of Woburn!

OUR MISSION

The mission of James L. McKeown Boys & Girls Club of Woburn is to inspire youth and teens to find their greatness. We strive to provide a positive, safe & fun environment while creating strong, healthy relationships, building youth ownership, and offering unlimited opportunities for our youth and teens to learn and Be Great!

MEMBERSHIP

The Club is open to all youth ages 8-18. The membership fee is \$25.00 per year, and is valid September 1st through August 31st. This membership must be renewed annually. It is important that parents/guardians read and complete a membership application each year. Scholarships are available upon a verbal request from a parent/guardian. Additional fees may apply to certain programs and activities offered throughout the year. Membership forms and link for payment are emailed once enrollment in a Club program or activities is confirmed.

ENROLLMENT

All members must enroll in afterschool and/or enrichment programming based on day and/or offering. There is no general drop-in programming at this time. Members will only be permitted at the Clubhouse for program options in which they are enrolled.

OPEN DOOR POLICY

The James L. McKeown Boys & Girls Club of Woburn maintains an open door policy, and only offers supervision INSIDE the building. Occasionally, scheduled, supervised activities take place on the playground, basketball courts, or grassy fields behind the Club.

Club members may enter and leave the facility at their own will. Once members leave, they are not permitted reentry until their next scheduled enrolled activity. Parents and guardians should set guidelines with their children about their personal rules regarding this policy.

PARENTS & VISITORS

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

COMPUTERS & INTERNET

There are computers available at the Boys & Girls Club for our members' use. During afterschool hours, computers are limited to homework only and then technology programs will be part of our schedule.

Staff members monitor computer usage in order to keep Club members safe as they use technology at the Club. In addition, firewalls are used to prohibit sites that are deemed unsuitable for our Boys & Girls Club environment. Regardless of close supervision and monitoring, there remains the possibility of coming into contact with inappropriate material. If a member mistakenly accesses inappropriate content, he or she should take the following steps:

1. Turn off the computer's monitor.
2. Immediately tell a staff member.

Using computers and related equipment at the Club is a privilege that is earned by reviewing and agreeing to the Club technology code of conduct. Members who do not adhere to these rules will lose their technology privileges.

TELEPHONE & CELL PHONE USE

Club members may politely ask to use the telephone at the gamesroom counter in order to contact a parent or guardian. Phone calls should be limited to a needs-only basis. Each call costs \$0.25.

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

The McKeown Boys & Girls Club of Woburn is a cell phone free facility. We understand that many of our older members utilize personal cell phones on a regular basis. All cell phones are member's responsibility and should be kept tucked out of sight in a pocket. Members who need to check in or receive a call from a parent or guardian should do so at the designated area spaces throughout the Club.

Cell phones should be used appropriately and properly stored away at all times. If someone is found to be using their personal cell phone in a manner that does not coincide with the Club's rules, that member will lose their right to carry their cell phone within the Club.

RULES

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

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

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

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

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

DISCIPLINE

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

- Step 1:** Verbal Warning
- Step 2:** Age-appropriate time out (sitting quietly for a period of time)
- Step 3:** Individual Member Report and parent notification
- Step 4:** Suspension for a period of time or loss of Club privileges

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

PHOTOGRAPHS

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

AFTERSCHOOL

Mondays - Fridays Woburn Public Schools dismissal until 6:00 p.m.

Youth & teens, ages 8-18, from any community are welcome to enroll in afterschool programming. All members participate in structured homework help, are provided with a snack and then have 2 program options each day.

Enrollment is done by session and members can only attend on days for which they are enrolled. Sessions for the 2021-2022 school year are:

Session I: September 13th - November 24th

Session II: November 29th - February 18th

Session III: February 28th - April 15th

Session IV: April 25th - WPS Last Day of School

Hours change during school vacations and early release days in order to accommodate working families. These days are determined according to the Woburn Public Schools calendar.

When Woburn Public Schools are closed due to inclement weather, the James L. McKeown Boys & Girls Club of Woburn will also be closed.

ENRICHMENT

Mondays - Fridays 6:30 p.m. until 9:00 p.m.
**hours vary based on program options.*

Activity specific enrichment programming in our three core areas - healthy lifestyles, academic success, and good character & leadership - will be offered each evening. Registration for each activity will be required and weekly attendance is encouraged.

ATTENDANCE

Space is limited in all Club programs & activities. In order to serve as many members as possible, please only sign up for opportunities your child can attend regularly. Members who have three absences will be removed from that program offering. Repeated absences in multiple areas will result in limitations to sign up for future offerings.

SUPERVISION

Each program space within the Club is staffed by professional staff members, supported by AmeriCorps members, jr. staff members, and volunteers. They ensure the safety of our members and work hard to prepare and offer quality programs and activities. Background checks are performed on all adults who work with our members. Program spaces are only open if they are being properly supervised.

PROGRAMS & ACTIVITIES

There is a wide variety of programs and activities in which members are able to participate. While signed in at the Club, youth and teens make their own decisions about their activities.

The James L. McKeown Boys & Girls Club of Woburn's Main Clubhouse is a facility that is designed solely to meet the needs of our communities' youth. The following spaces are used to offer fun & educational programs and activities each day:

- Gamesroom: board games, foosball, ping pong, air hockey
- Gymnasium: 2 full sized courts, used for group games & more
- Cafeteria: space for our members to eat and drink
- Swimming Pool: indoor, heated pool
- Outdoors: playground, 2 basketball courts, grassy fields
- Teen Center: a separate space for teen only programming
- Arts & Education Center: 2 libraries, computer lab, art room, and STEM room

Because space and supplies are sometimes limited, Club members **MUST** arrive on time in order to participate in programs and activities. Club members will be asked to choose a program space and complete the activity during that program block. Members can not move around once program blocks have begun.

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

Each day after school, members are required to participate in our Club-wide PowerHour initiative. Members are expected to bring homework assignments and other educational activities are available for those who do not. Staff members and volunteers from local colleges and universities provide academic assistance every day.

All programs are outcome-driven and designed to align with the following three focus areas:

Lifelong Learning: We expect that members will be academically successful and develop an appreciation for their education. Programs that support this outcome include PowerHour, STEM activities, arts & literacy activities, college preparation, and others.

Invested, Active, Citizenship: The Club aspires for all Club members to grow up and become productive community members. Programs that support this outcome area include Torch Club, Woburn Youth Council, Keystone Club, Gemstones, and others.

Positive, Healthy Decision Making: Members of the McKeown Boys & Girls Club are coached in healthy living skills. Programs that support this outcome area include sports leagues, SMART Moves, Brotherhood, running clubs and others.

HEALTH & EMERGENCIES

If your child doesn't attend school, they can not attend the Boys & Girls Club that day. If a child displays any symptoms of illness while at the Club, the child will be isolated & the parents will be notified immediately.

Staff members are trained in first aid & CPR. Should an emergency arise and medical attention is required, parents will be notified immediately. If parents cannot be reached, the person listed as the emergency contact on the child's Club membership form will be called. Please keep all emergency information up to date with the front desk.

CURRENT COVID PROCEDURES

Personal Protection: Masks are always to be worn by employees. Members are always to wear masks but are provided with "mask breaks" at regular intervals. Mask breaks only occur when they can maintain six feet distance from others. The Club maintains a stockpile of single use masks for use of employees or children.

Cloth face coverings should:

- Fit snugly, but comfortably against the side of face
- Be secure with ties or ear loops (i.e. no neck gaiters)
- Be able to be laundered and machine dried without damage or change of shape

Social Distancing: The Club encourages social distancing of three feet between all members and staff. All seating arrangements will ensure three feet distance between members.

Restroom Use: To further promote both physical distancing and health and safety, all restrooms in the Clubhouse are single use restrooms. Only one member is allowed into the restroom at any given time.

Frequent Disinfection & Cleaning: Staff ensure that areas & surfaces are disinfected and clean throughout the program day. High touch areas are cleaned before employees & children arrive, as needed throughout the day and before closing for the day.

Exposure Response Plan: If an employee or child who has physically been at the Club anytime within a 48-hour period tests positive, the following will occur:

- Any/all areas used will be decontaminated
- Any employee or child in close contact* with the individual will need to be cleared by a medical professional before returning to the Club

**Close contact is defined as, based on our current knowledge, someone who was within six feet of an infected person for a total of 15 minutes starting from 48 hours before illness onset or positive test, regardless of mask wearing.*