



**JAMES L. McKEOWN
BOYS & GIRLS CLUB
OF WOBURN**

Main Clubhouse: Summer Programming

PARENT HANDBOOK

Summer 2024

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PURPOSE

James L. McKeown Boys & Girls Club of Woburn is offering a licensed summer camp in the summer of 2024. The service is provided to children who are enrolled in grades K through ten, during the 2023-2024 academic year, from any community. No distinction is made based on the basis of race, religion, natural origin, cultural heritage, or disability, or on the political beliefs, sexual orientation or marital status of the child's parents.

Clubhouse programs include TEAM Summer and ACE Teen Summer. All programs' objectives are to provide a safe environment for youth and teens to connect and engage in a safe, supervised space. The morning curriculum consists of academic and social-emotional learning curricula, and the afternoons are infused with more traditional recreational offerings. Teen programming will include workforce development curricula and include off-site excursions.

ORGANIZATION

James L. McKeown Boys & Girls Club of Woburn is a private, not for profit, 501(c)(3) organization. Its tax identification number is 04-2301953.

James L. McKeown Boys & Girls Club is overseen by a Board of Directors made up of 27 individuals who volunteer their time to provide oversight and guidance. Additionally, the organization is a member of both Boys & Girls Clubs of America and the Massachusetts Alliance of Boys & Girls Clubs.

SCHEDULE

TEAM Summer: TEAM Summer is open to youth who complete grades k through eight the previous school year. Your child(ren) will attend the TEAM Summer program for four weeks. The program is offered Monday through Friday. You may choose just one of the following two sessions:

Session 1: July 1, 2024 through July 26, 2024

Session 2: July 29, 2024 through August 23, 2024

There is no weekly or daily enrollment.

TEAM Summer operates from 8:00 a.m. until 5:00 p.m. each day.

ACE Teen Summer: ACE Teen Summer is open to youth who complete grades ninth and tenth the previous school year. Your child(ren) will attend ACE Teen Summer program for five weeks. The program is offered Monday through Friday.

MAIN CLUBHOUSE SUMMER – PARENT HANDBOOK

This program is open July 8, 2024 through August 9, 2024. There is no weekly or daily enrollment.

ACE Teen Summer operates from 10:00 a.m. until 6:00 p.m. each day.

LATE PICK-UPS

There is a late fee of \$1.00 for every minute that a parent/caregiver is late picking up their child. You will be billed electronically for this fee. Remember to allow for extra time on days when driving conditions are poor or when traffic is heavy.

Please be considerate of the Club's staff, who often need to travel and pick up their own children elsewhere, when your children are safely dismissed.

SAMPLE DAILY SCHEDULE: TEAM Summer

- 8:00 a.m. Arrival, Check-In with Club Staff, Quiet Choices
- 8:30 a.m. Morning Meeting – Review daily schedule and group expectations
- 8:45 a.m. SMART Moves Lesson
- 10:15 a.m. Water and Restroom Break
- 10:30 a.m. Summer Brain Gain Lesson
- 12:00 p.m. Lunch & Recreation
- 1:00 p.m. Arts & Crafts
- 2:00 p.m. Physical Fitness Activity/Group Game
- 3:00 p.m. STEM Activity
- 4:00 p.m. Free Choice in the gym and/or gamesroom
- 5:00 p.m. Dismissal

SAMPLE DAILY SCHEDULE: ACE Teen Summer

- 10:00 a.m. Arrival, Check-In with Club Staff
- 10:15 a.m. Morning Meeting – Review daily schedule and group expectations

10:30 a.m.	Workforce Development Lesson
11:30 a.m.	Physical Fitness Activity/Group Game
12:00 p.m.	Lunch & Recreation
1:00 p.m.	Off-Site Career Experience
5:00 p.m.	Reflection & Wind Down
6:00 p.m.	Dismissal

TUITION

The obligation to pay your summer program tuition is unconditional, and no portion of such fees can be refunded due to the subsequent absence, vacation, or withdrawal of any child(ren). You are required to pay for the entire session you register for regardless of whether your child(ren) attends the program or not. It is your responsibility to keep your tuition account current. If your tuition becomes delinquent, we reserve the right to withdraw your child(ren) from the program due to non-payment.

Upon registration for TEAM Summer, a \$25 registration fee and \$120 deposit will be billed. For ACE Teen Summer, a \$25 registration fee is due on registration. **The registration fee and deposit are both non-refundable.** This payment is due within five business days.

Your remaining balance will be broken into four weekly payments. A stored account is required for registration and will be charged automatically. You will access invoices and receipts through the MyClubHub Parent Portal.

LATE FEES

There is a \$10 fee for late tuition payments. If at any time your family situation changes and you need to rework your payment plan, please reach out to the program director. A new plan can be negotiated, and your child(ren) can continue participating in the program.

SERVICE CHARGES

There is a \$25 service charge for any check that is returned by your bank for insufficient funds or for any other reason the bank determines the check is unacceptable.

ATTENDANCE

If your child(ren) is not going to attend the program as scheduled, you must let the Club know by phone or by e-mail that they will be absent. If a child does not report to the Club on a scheduled day, parents/caregivers will be contacted if no communication of an absence has been received.

UNEXCUSED ABSENCES

Due to the great need for this service in the community, there will be a waiting list to attend the summer program. If your child does not attend the program and no communication is received from the parents/caregiver, that is considered an unexcused absence. If your child accrues five or more unexcused absences, you will be withdrawn from the program so that another family may attend.

LATE ARRIVAL/EARLY DISMISSAL

We ask that members attend the program for the full day. Late arrivals and early dismissals require deviation from established routines and goals of the program and cannot be accommodated. If unavoidable, advanced communication with the program director is required to prepare staff and the program accordingly.

PARTICIPATION/BEHAVIOR

The purpose of the Club's summer programs is to promote connection and engagement for young people. Youth and teens are expected to fully participate in all lessons and activities provided by the program, including academic and social-emotional learning curricula. Participants are expected to be able to work with peers as well as work independently throughout the day. Behavior that disrupts the positive learning environment will not be tolerated. Every effort will be made to redirect the child when necessary. Additionally, the Club will attempt to create a close partnership with the family to promote positive behavior.

All behavior infractions shall be documented in an incident report and put in the child's file. A copy will be given to parents at the time of pick up. If a youth or teen exhibits inappropriate behavior consistently, a meeting will be set up with the program director and the parents/caregivers to discuss.

Participants must be able to participate independently in the activities offered. The McKeown Boys & Girls Club is proud to offer a low staff:camper ratio (1:5 for ages 6 & under and 1:10 for

ages 6 and older). However, we cannot provide 1:1 supervision to any camper and TEAM Summer or ACE Teen Summer may not be the appropriate program for youth who require this type of support.

Continuous inappropriate behavior or the child's inability to engage fully in the activities in a cooperative manner will result in termination from the program.

BEHAVIOR MANAGEMENT POLICY

Redirection is the main behavior management practice at the Club. Our staff team always reinforces positive behavior by recognizing positive actions. Children are asked to participate in the establishment of group expectations whenever possible. Our experience has demonstrated that this helps them take ownership of the rules.

Examples of ways the Boys & Girls Club staff will deal with behavior issues using techniques that include:

- When acting unsafe, inappropriate, etc., youth will be asked to make a different choice. This will remove them from the current situation and into a new and better one.
- Providing youth and teens with expectations that are clear, age-appropriate, and consistent.
- Asking children how they feel when they are upset, frustrated, sad, etc. or if something is wrong. Are they tired? Are they hungry or worried about something? Youth/teens are encouraged to express their feelings and talk about them with a trusted adult. This helps to facilitate the development of good coping skills.
- Speaking in a calm and private manner and getting down to their eye level.
- Using positive words and phrases, rather than those that start with "no." For example, directions are "Please walk in the hallways" as opposed to "No running."
- Removing the child from the group and the classroom until they are able to regain self-control and rejoin the group.

James L. McKeown Boys & Girls Club of Woburn prohibits:

- Spanking or other corporal punishment of children.
- Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment.
- Depriving children of meals or snacks.
- Force feeding children.
- Discipline or child guidance techniques that require the use of any physical restraint.

The following may be reasons for termination from the program, as determined by the cohort leader, program director and Executive Director:

- Staff determines the child is not adjusting to the program
- Continuous disrespect to staff
- Fighting/attempting to injure
- Stealing
- Inappropriate parental behavior
- Disrespect, humiliation, or ridiculing of staff
- Speaking inappropriately to other children in the program
- Failure to make tuition payments

Should a problem arise with another child or staff in the program, all concerns should be addressed to the program director. Confidentiality will always be maintained toward children enrolled and their families.

STAFF TEAM

Caring adult staff oversee the Club's summer programs. All staff members of James L. McKeown Boys & Girls Club of Woburn undergo a thorough criminal background check prior to hire. Staff members also must become trained in CPR and First Aid within six months of hire. At least one staff person trained in CPR and First Aid must always be on the premises. All staff members have at least one-year experience working with school age children. Staff team members participate in regular professional development opportunities to expand their knowledge of youth development principles and practices.

PERSONAL BELONGINGS

Children are responsible for their own personal belongings while at the Clubhouse. Each child will store their belongings in cubbies throughout the day; however, all personal belongings must be taken home each evening.

Participants will need the following supplies for a successful day of learning each day:

- Reusable water bottle
- Bathing suit, towel, and plastic bag
- Sunscreen
- Lunch
- And a positive attitude!

No other valuables, electronics, or toys should be brought to the Club.

The Club’s “lost and found” is donated every two weeks. All items, including outerwear, should be labeled with your student’s name to prevent it from becoming a “lost” item.

SNACKS, LUNCHES, AND WATER

JLM Boys & Girls Club will provide breakfast, one snack, and lunch to all participants each day. Parents/caregivers are also welcome to send their children with their own meals and/or snacks.

Please, when packing lunch and snack for your child, we ask that you follow these guidelines:

- NO NUTS.
- Please, no candy.
- Individual sized portions (i.e. no large bags of potato chips).
- Please, no soda or other sugary beverages.
- We are unable to provide microwave or refrigeration for students, so please pack accordingly.

Sharing of food and beverages among students will be strictly prohibited.

HEALTH & SAFETY INITIATIVES

FIRST AID EQUIPMENT AND ADMINISTRATION

There is a first aid kit located in each classroom throughout the Clubhouse. First aid kits are inspected monthly, and supplies are filled as needed. The staff is responsible for sharing with the program director if anything is missing from their first aid kit.

First aid is administered by the cohort leaders, the program director, and other trained Club management staff. All staff must be first aid certified within six (6) months of employment. One (1) staff member certified in CPR and first aid must be on the premises during all hours of operation.

All first aid kits contain: band aids, gauze pads, adhesive tape, tweezers, compress, scissors, disposable gloves, gauze roller bandage, first aid water bottle, instant cold pack, thermometer, and flashlight.

There are also two automatic emergency defibrillators inside the Clubhouse. One is located outside of the athletics office in the gamesroom area, and the other is located outside of the pool office in the hallway area. Both AEDs are inspected twice per year.

ILLNESSES & EMERGENCIES

In the event of illness, parents will be contacted immediately by the cohort leader or the program director. If parents cannot be reached, those listed as emergency contacts will be called. All efforts will be made to contact the parents.

In the event of an emergency, the program director will assess the situation and call 911 if needed.

In the case of an emergency or illness (such as a seizure, a serious fall or serious cut), the cohort leader will begin administration of emergency first aid. At the same time, another staff person takes the other children to another area or room. All staff members should respond and remain calm and reasonable.

Other staff will be alerted to get the program director or other supervisory staff on site.

Parents will be contacted to come and pick up the child or, if response time is a factor, have the parent meet the child and accompanying staff member at the hospital's emergency room.

When parents cannot be reached, those listed as emergency contacts will be called. Continued efforts will be made to contact the parent. If a child must be transported by ambulance, a staff member, with emergency release and medical forms, will accompany the child. The child will be taken to the nearest hospital or the hospital that is designated by the emergency responders.

INJURY PREVENTION

The cohort leader is responsible for ensuring the program space is safe and free of any hazards. Any area that seems unsafe or needs repair should be reported to the program director immediately.

Smoking is prohibited on all property of James L. McKeown Boys & Girls Club of Woburn.

All staff are responsible for monitoring the outdoor play space and will remove any hazards prior to the children using the space.

An emergency backpack is designated for each cohort. Each backpack contains emergency medication and emergency information binders. It travels whenever a group leaves their primary program space. They do not travel anywhere in the building without it.

Any injury that requires first aid will be documented with the following information in an Accident Report: the child's name, date, time and location of the accident or injury, description of injury, how it occurred, who witnessed it, who administered first aid, and if any equipment

was involved in the injury. The staff member who performed first aid will fill out a form to be given to the parent within 24 hours of the incident. The parent will review, sign, and be given a copy of the form for their records.

The program's copy of the report will be placed in the injury log. The injury log will be reviewed periodically to make note of any patterns and to help make changes to the program to minimize future problems.

MANAGING INFECTIOUS DISEASE

It is the parent's responsibility to notify the Boys & Girls Club whenever your child is ill and will be absent. We must be told immediately if your child has contacted any contagious illness.

Parents and caregivers should keep their child home if they exhibit symptoms of a fever, nausea, vomiting, cough, difficulty breathing, diarrhea, or any other signs of serious illness. If a child has experienced any vomiting, diarrhea, or fever within the last 24 hours, they should be kept home until they are symptom free for 24 hours.

If a child has any open or draining lesions, i.e. impetigo, the child may not return until 24 hours after treatment has started and their physician has documented that they are no longer contagious.

If a child has head lice, the child may not return until there are no lice or nits present after treatment.

If a child has symptoms of conjunctivitis, the child may not return until they have been seen by a physician and been on treatment for 24 hours.

ISOLATION ROOMS

Isolation rooms are located on both the first floor (athletics office) and second floor (shared office). The door will be shut, and isolated children will be monitored at all times. Others are not permitted to enter the isolation space unless wearing the appropriate PPE. Isolated children and employees will wear masks until they are able to leave the Club. Isolated children and employees will always leave the Club through a separate exit to prevent cross contamination and unnecessary exposure. Isolation area will be closed and decontaminated before re-opening.

DISINFECTION & CLEANING

All staff team members wear disposable gloves to clean and disinfect. Surfaces are cleaned with GENEFFECT ONE-STEP DISINFECTANT CLEANER #7 first, allow to remain on the surface for one

minute prior to wiping. Then, hard surfaces are disinfected with GENEFFECT ONE-STEP DISINFECTANT CLEANER #7 and allow to air dry. Surfaces being disinfected are not wiped dry.

Microfiber cloths are used for cleaning and disinfecting. Each cloth is only used one time. They are placed in a bucket marked “soiled” after each use and laundered on a daily basis.

High touch areas are cleaned before employees & students arrive, as needed throughout the day, and prior to closing for the day.

High touch surfaces include (but not limited to): tables, desks, doorknobs, keyboards, countertops, handrails, desks, phones, toilets, sinks and faucets, and program materials.

Soft surfaces are regularly disinfected with PRO LINK DISINFECTANT SPRAY. Surface is sprayed and left to air dry.

EMERGENCY EVACUATION PLAN

In the event of an emergency such as fire, weather, etc. that requires the evacuation of the Clubhouse the following protocol will be followed:

1. The cohort lead is responsible for knowing how many children are in their group and counting the children before evacuating the building.
2. The classroom supervisor is responsible for taking the attending the attendance information and leading the students out of the building.
3. The program director will make visual inspection of each classroom and bathroom to ensure they are empty before evacuating the building.
4. The cohort lead will take attendance as soon as they have reached the designated meeting space.

The primary evacuation meeting location is the paved basketball courts at the rear of the Clubhouse. If access to that area is not possible, the secondary evacuation area will be the front parking lot of the Clubhouse. Students and staff may reenter the building when they are told to do so by the program director in conjunction with emergency personnel.

In the event that the building cannot be reoccupied, parents or students’ emergency contacts will be contacted by cell phone.

SHELTER IN PLACE PLAN

In some emergency situations, it may be safer to remain on site and in the building until an emergency has ended. In the event of severe weather or other emergencies creating a power

outage, loss of heat or water, if we are stuck in a position where we need to continue to operate on site the program director program will:

- In the event of an unforeseen severe weather emergency, we will relocate all children to the gymnasium and the emergency backpacks will accompany them.
- Take attendance & account for all staff.
- Supervise all students & prevent them from leaving the shelter area while maintaining a positive and calm environment.
- Ensuring an ample supply of food and water are in the area with us.
- Ensuring an ample supply of activities accompany us to the shelter area to keep the children engaged and happy.

INTRUDER INSIDE/OUTSIDE PLAN

In the event of a potential threat from an intruder inside or outside the Clubhouse, our response will depend on a number of factors, including current numbers, ages, and locations of the children in the program, the proximity of students to exterior exits, and the degree to which the intruder is armed. All staff team members will have a walkie talkie on them for communication purposes. Anyone who is to see an intruder is instructed to immediately inform the rest of the building in a clear method, with the exact nature and location of the threat. The program director will call the lock down or evacuation whenever possible, but any employee who determines a direct and immediate threat may be authorized to make that call for the students in his/her care. The lockdown remains in effect until we hear official instructions from police.

Secure & Hold: Protective action utilized when there is a threat outside the facility. Police will instruct the facility when to follow this protocol. All children & employees should be directed to immediately reenter the facility. Exterior doors are closed and locked by the Clubhouse management staff, and the classroom supervisors will relocate all children to the gymnasium until told otherwise. Activities will be conducted during this time.

Lockdown Procedures: The program director and cohort leaders are responsible for gathering the children together in whichever room they are in at that time, closing and locking all doors, barricading all doors, covering interior windows (when possible), and turning off lights. In all situations, the staff team will determine if it is possible to make a quick exit & instruct the students to flee or follow the stated lockdown procedures.

All children will be accounted for before, during and after by counting and taking attendance.

In all situations, the program director will be responsible for notifying emergency personnel, parents/caregivers and all others that need to be notified.

PROCEDURE FOR IDENTIFYING AND REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

Our organization is committed to protecting all children in our care from abuse and neglect. All staff are mandated reporters of suspected child abuse or neglect. If an employee has a reasonable suspicion of abuse or neglect, they are required by Massachusetts General Law C119, Section 51A to file a report with the Department of Children and Families (DCF).

Our procedure is as follows:

- Any employee who suspects abuse or neglect must document all observations including but not limited to: child's name, date, time, child's injuries, child's behavior, and any/all other important information. The employee will then bring this information to the program director.
- How to recognize signs of abuse and neglect? Be aware of any changes: physical, emotional, behavioral. Be aware of any unusual/excessive markings: bruises, burns, lacerations.
- All employees are required to take the online training "51A Online Mandated Reporter Training: Recognizing & Reporting Child Abuse, Neglect, and Exploitation". This training will also assist any employee in ways to recognize signs of abuse and neglect.
- The program director will make a verbal report to DCF, followed by a written report 51A within 48 hours.

DCF Local Burlington: 617-520-8700

If the program director does not feel that an incident should be reported, and the employee disagrees, the employee may report to DCF directly.

If an allegation is made against an employee, the suspected abuse or neglect will be reported immediately to DCF and the local police department. The employee will attend a meeting to inform him/her of the filed report.

The employee will be suspended without pay until DCF and the local police department have completed their investigations.

The program director, Executive Director and staff will cooperate fully with all investigations. This includes identifying parents of children currently or previously enrolled in the program,

providing consent to disclose information to any person or agency for the prompt investigation of allegations, and protecting children.

MISSING CHILD PLAN

Prompt notification to the Woburn Police Department will be made once an initial search of the facility is completed and attempts to confirm location, such as confirmed pick up by family, etc. is unsuccessful.

All indoor and outdoor areas of the building will be checked thoroughly. All staff members should respond and remain calm and reasonable to ensure a safe and secure atmosphere for the other children.

The parents will be notified. The program director will provide the police with the missing child's; name, home address, phone number, parent/guardian and emergency contact names and phone numbers, date of birth, age, race, gender, nationality, physical description, etc. and any other required information. The program director will also provide the police with the last known whereabouts of the child; date, time and location last seen and last seen by whom.

While waiting for the Woburn Police to arrive, the staff team will continue to search.

Once the child is found, our policies and procedures will be reviewed and reevaluated to see if they need to be modified or changed. In doing so, we will take the proper steps to avoid this situation arising again.

SIGNATURE/ACKNOWLEDGMENT

All parents/caregivers must sign this page and return it with your child(ren)'s completed application. A digital acknowledgement is acceptable during online registration on the MyClubHub Parent Portal.

I have received and reviewed all of the policies and procedures for the 2024 summer programming at James L. McKeown Boys & Girls Club of Woburn.

Child's Name: _____

Parent/Caregiver's Name (printed): _____

X _____
Signature

Date