

## DISCIPLINE POLICY:

- While at Fun Club there is a collaborative set of rules for all the Fun club sites. These include:
- Be respectful to all staff and other members of the program.
- Bullying behavior, name-calling, hitting, or placing hand or feet on others will not be tolerated.
- Always ask permission before leaving the room.
- Use appropriate language at all times.
- Everyone must walk in the hallways and the Fun Club room
- Coats, backpacks, etc. Must be placed in the proper location
- Educational and appropriate consequences will result if rules are not being followed. The Fun Club staff will remove a child from a disciplinary situation o talk to them and parents will be notified.
- If your child does not respect the rules of the program he/she may be suspended. Our policy is 1-day suspension, 3-day suspension, and 1-week suspension. If the problem persists permanent expulsion may result.
- If your child hits another adult or child he/she will be written up and immediately sent home for the day.
- We ask that parents see the Fun Club Director either before Fun Club hours, or when ratios are lowered. Please understand that these disciplinary issues must be discussed in a separate room. Thank you for your patience and cooperation in this area.

**GREAT FUTURES START HERE.**



Revised 04/01/2015

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# CHENANGO BRIDGE

## FUN CLUB

### BEFORE SCHOOL PROGRAM

*2015-2016*



[HTTP://WWW.BGCBINGHAMTON.ORG](http://www.bgcbinghamton.org)

**WELCOME TO THE BOYS AND GIRLS CLUB AFTER SCHOOL FUN CLUB!**

We are looking forward to a fun and successful year with you and your child(ren). In order to provide a positive and safe program, we need your support and cooperation with the following procedures. Please take the opportunity to read through this handbook, sign the insert and return it with your completed application.

### **HOURS OF OPERATION:**

When school is in session from 6:30AM—8:30AM. If your child does not attend school he/she cannot attend Fun Club.

### **CLOSINGS/DELAYS/HALF DAYS:**

<b>If there is...</b>	<b>Then...</b>
Scheduled day off	Main Unit Open 9:30am—4:30pm
1 Hour Delay	Fun Club starts at 7:30
2 Hour Delay	Fun Club starts at 8:30
Delay called after start of program	Fun Club will continue to run
<i>Call club to confirm hours—Hours are tentative dependent on weather</i>	

### **PROGRAM FEES:**

A \$50 non-refundable annual membership fee per child to the Boys and Girls Clubs of Binghamton is due at the time of application. There are no reduced rates for shorter months or part-time attendance

<b>Full Price</b>	<b>\$125/month per child</b>
<b>DSS Day Care Unit Subsidy</b>	<b>Weekly Parent fee (x4)</b>
<b>Multiple Children in Program</b>	<b>\$20 Discount after first child</b>

### **DUE DATE:**

The first Friday of every month. Failure to pay on this date results in a **\$10/day per child late fee**. After 3 days of non-payment your child will no longer be considered a part of the Fun Club Program.

**Fun Club does not furnish end of the year tax information. Please keep your receipts for tax purposes.**

### **REGISTRATION FOR THE FOLLOWING YEAR:**

During April, there will be a pre-registration sign up for the following school year. Returning families will still need to fill out a new application and pay the annual membership fee to guarantee placement.

### **DROP OFF OF CHILDREN AT FUN CLUB:**

Please make sure the staff sees your child and knows that they have arrived—sometimes the staff are in the auditorium or gymnasium with the children, it is your responsibility as the parent/guardian to make sure the staff knows that your child(ren) have arrived.

**Parents/Guardians need to come into Fun Club with the child to sign them in for the day. Children are not able to sign themselves into the program.**

### **HEALTH PLAN:**

Children will be checked daily for injury/illness as they arrive at fun club

If your child becomes ill or incurs a serious injury you will be notified immediately. Staff will call 911 if the injury or illness appears to be serious.

There is a first aid kit on-site. (antibiotic crème, burn ointments, lotions, or creams will not be administered).

Fun Club Staff is not able to administer medication except in emergency situations. If an Epi-pen or Inhaler is required proper documentation must be filed.

The health care plan is available for review on site. A staff member from each site is CPR/Frist Aid certified.

### **MANDATION:**

For the purpose of the protection, safety, and security of the children, the staff members are trained in recognition of child abuse or maltreatment, Each staff member is mandated by law to report any suspected child abuse and/or maltreatment. As a resource, staff members are available to provide community referrals.