

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 or talk to them and parents will be notified.
- If your child(ren) 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.

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.

GREAT FUTURES START HERE.



Revised 04/01/2015

SS

PORT DICKINSON

FUN CLUB

AFTER 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 dismissal until 6:10m. If your child does not attend school he/she cannot attend Fun Club.

CLOSINGS/DELAYS/HALF DAYS:

If there is...	Then...
Scheduled day off	Main Unit Open 9:30am—4:30pm
Scheduled half day	Main Unit open 11:30am—4:30pm
Early dismissal (Due to weather)	There is no Fun Club
State of Emergency	Children must be picked up ASAP
<i>Call club to confirm—Hours are tentative depending 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

Full Price	\$225/month per child
Free/reduced lunch rate*	\$175/month per child
DSS Day Care Unit Subsidy	Weekly parent fee (x4) + \$10 snack fee per child
Multiple Child Discount	\$20 discount after the first child

***School Lunch Program letter stating status of your income for free/reduced lunch must be submitted to receive this rate**

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.

PICK UP FROM PROGRAM:

Please be sure that anyone picking up your child has Photo ID with them until the staff becomes acquainted with them.

Please contact the Site Director if you are picking up late. An additional \$5.00 charge will be added to your account for late pickups and the child will be dropped from the program if this occurs more than three times during the school year.

If the child is not picked up by 6:10pm, the parents will be contacted. If no one can be reached by 6:30pm the child will be transported to the Boys and Girls Club by the SACC Director. If no one can be reached by 7:30 the police will be contacted and the child will be turned over to the authorities.

ABSENCE FROM SCHOOL OR LATE ARRIVAL:

Please contact the school and leave a message for Fun Club to notify them of absence or change in schedule.

If your child is going to be late due to a school activity, the child **MUST** check in with the Fun Club staff before attending other school functions. Fun Club cannot be held responsible for your child until he/she is in our care.

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.