

## 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, name-calling, or placing hands 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 to 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 after 3 write-ups the child will receive a 1-day suspension, followed by a 3-day suspension, and lastly a 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 matter.



**BOYS & GIRLS CLUBS**  
OF BINGHAMTON



Partner Agency

# Windsor Fun Club

## BEFORE SCHOOL PROGRAM 2018-2019



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

**WELCOME TO THE BOYS & GIRLS CLUBS  
OF BINGHAMTON BEFORE 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 and complete the attached 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:**

**PROGRAM FEES:**

A \$65 non- re-	<b>If there is...</b>	<b>Then...</b>
	Scheduled day off	Main Unit Open 9:30—4:30
	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 are tentative depending on the weather</i>		

fundable membership fee per child is due to The Boys & Girls Clubs of Binghamton at the time of application. There are no reduced rates for shorter months or part-time attendance.

**DUE DATE:**

The first of eve- ry	<b>Full Price</b>	<b>\$140/ month per child</b>
	<b>Free/Reduced Lunch Rate</b>	<b>Does not apply to AM Program</b>
	<b>DSS Day Care Unit Subsidy</b>	<b>Weekly parent fee (x4)</b>
	<b>Multiple Child Discount</b>	<b>\$20 discount after the first child</b>

**month.** Failure to pay on the first will result in a **\$10/ day per child late fee.** After 3 days of non-payment your child will no longer be considered a member of the Fun Club Program. If the first falls on a non-program day, payment will be due on the next regular day of Fun Club

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 period for current families to sign up for the upcoming year. A new application will need to be completed yearly and the annual membership fee must be paid to guarantee placement

**DROP OFF OF CHILDREN TO FUN CLUB:**

Please make sure staff sees your child and is aware of his/her arrival. 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 is aware of your child's arrival

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

**HEALTH PLAN:**

A health care plan is available for review on-site. Children will be checked daily for injury/illness as they arrive at Fun Club. A staff member from each site is CPR/First Aid Certified. If your child becomes ill or incurs a serious injury you will be notified immediately. 911 will be called if the injury or illness appears to be serious.

There is a first aid kit on site. No ointments or creams will 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.

**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 of maltreatment. As a resource, staff members are available to provide community referrals.