

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.

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



Windsor Fun Club

AFTER SCHOOL PROGRAM 2018-2019



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

**WELCOME TO THE BOYS & GIRLS CLUBS
OF BINGHAMTON 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 and complete the attached application.

HOURS OF OPERATION:

When school is in session from dismissal until 6:20. If your child does not attend school he/she cannot attend Fun Club

CLOSINGS/DELAYS/HALF DAYS:

PROGRAM FEES:

A	If there is...	Then...
	Scheduled day off	Main Unit Open 9:30—4:30
	Scheduled half day	Fun Club Open Dismissal—6:20
	Early dismissal (due to weather)	No Fun Club
	State of Emergency	Children must be picked up ASAP
	<i>Call Club to Confirm—Hours are tentative depending on the weather</i>	

\$65 non-refundable 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.

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

Full Price	\$250/ month per child
Free/Reduced Lunch Rate *	\$200/month per child
DSS Day Care Unit Subsidy	Weekly parent fee (x4) + \$10 snack fee
Multiple Child Discount	\$20 discount after the first child

DUE DATE:

The first of every 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

PICK UP FROM PROGRAM:

Please be sure that anyone picking up your child from the program is on the pick up list and 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 3 times.

If a child is not picked up by 6:20, the parents will be contacted. If no one can be reached by 6:35pm the child will be transported to The Boys and Girls Club by the SACC Director. If no one can be reached by 7:30pm the police will be contacted and the child will be turned over to the authorities.

ABSENCE / LATE ARRIVAL:

Please call the school and leave a message for Fun Club or call the site cell phone to notify them of an absence or change in schedule prior to 2pm. If you fail to notify someone, the Fun Club staff will call to find out why your child is not in attendance.

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 responsible for your child until he/she is in our direct care.

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.