



**BOYS & GIRLS CLUB**  
OF HAWTHORNE

The Boys and Girls Club of Hawthorne is excited to announce our unique after school program exclusively designed for Middle School club members. **Club 150**, located on-site at Lincoln Middle School.

**Club 150** provides our Middle School club members with their own Teen Center where they can “Chill Out” and read magazines, play video games, listen to music, watch TV or just hang with their friends. We also utilize the LMS multi-purpose room, the Library and Gymnasium. Our program is designed to have less structure than traditional after school programs and will allow our club members the opportunity to choose which activities they wish to participate in on a daily basis.

**Club 150** features a series of “club activities” such as, Cooking Club, Baking Club, Computer Club, Community Service Club, Girls Volleyball Club, Dodgeball Club and many, many more! We will also offer many of the Boys and Girls Clubs of America national programs that feature Project Learn including Power Hour Homework Time, Smart Girls, Passport to Manhood, Street Smart, and Triple Play just to name a few!

Our philosophy with the Middle School experience is to provide our Middle School Kids with a safe place and their own space and let them operate at their own pace!

# **PROGRAMS IN CLUB 150**

## **Teen Center "Chill Out":**

"Chill Out" time is when our youth kick back and unwind with their peers. They can hang out, talk, watch TV, listen to their iPod, play pool, or just relax.

## **Junior of the Month**

This program is a Club member program recognizing and promoting service to Club, family, academic performance, moral character, goals and poise.

## **SMART Girls:**

Club girls explore their own and societal attitudes and values as they build skills for eating right, staying physically fit, getting good health care and developing positive relationships with peers and adults.

## **Passport to Manhood:**

Passport to Manhood promotes and teaches responsibility in Middle School Club boys. Passport to Manhood consists of 14 sessions, each of which concentrates on a specific aspect of manhood through highly interactive activities.

## **Triple Play:**

Triple Play is a life style program that educates Middle School club members about the importance of good nutrition and physical fitness. Triple play focuses on developing individual strengths and good character.

# **NIGHT TIME PROGRAMS**

*Flyers are distributed in the Club 150 program and in the Hawthorne Public School system.*

## **Torch Club:**

Torch Clubs are chartered small-group leadership and service clubs for boys and girls grades 6-8<sup>th</sup>. A Torch Club is a powerful vehicle through which Club staff can help meet the special character development needs of younger adolescents at a critical stage in their development.

## **Cooking/Baking Club:**

This program is where our Club members learn basic cooking skills and tips on how to make after-school snacks and light meals.

## **National Fine Arts Exhibit:**

National Fine Arts Exhibit encourages artistic expression among Club members through drawing, painting, printmaking, collage, mixed media and sculpture displayed at local and regional exhibits.

## **Dance Club:**

Program for our youth to learn the fundamentals of dance, rhythm and dance routines with today's music.

# Welcome to the Club 150 After School Program

## INTRODUCTION

The following pages contain important information about the above programs. We are looking forward to a successful year with you and your child. In order to provide fun and safe programs, we need your support and cooperation with the following procedures.

## PHILOSOPHY & PURPOSE

The Boys & Girls Club of Hawthorne believes our children are the most important natural resource, an integral part of the community and our future. The Club believes that many families are in need of a safe place for their children to come after school. The children in our programs are given the opportunity to meet friends, play games, read, study, create, relax, enjoy sports, learn computer skills and peer pressure skills within a structured environment. Our program is operated under the guidelines of the State of New Jersey, Division of Youth and Family Services, Bureau of Licensing.

## WE ENDEAVOR:

- To facilitate creativity through play
- To help the child grow as an individual and enhance self-image
- To facilitate group dynamics, interpersonal relationships, and communication skills
- To help the child continue to develop self-discipline
- To have fun

## THE BOYS & GIRLS CLUB MISSION STATEMENT:

To inspire and empower young people to realize their full potential as productive, responsible and caring citizens, especially those who need us most, by providing life-enhancing programs and character development experiences.



**Like our Facebook page!**

Our page will provide you with upcoming programs, events, and keep you updated on schedules and times! Our page is meant to be informational only. If you have any specific questions, please feel free to call the Club **973-427-7777** or email me, Miss Irina, [iconte@bgchawthorne.org](mailto:iconte@bgchawthorne.org).

SEARCH FOR OUR NAME OR TYPE IN OUR PAGE WEBSTIE!! (YOU MUST HAVE A FACEBOOK ACCOUNT)

Page Name: **Boys & Girls Club of Hawthorne**

Page Website: [www.facebook.com/bgchawthorne](http://www.facebook.com/bgchawthorne)

This program is effective

**Wednesday, September 6, 2017.**

## **FULL DAY AND HALF-DAY SCHEDULES**

Club 150 will follow the Hawthorne Public School calendar.  
Any changes in the school calendar will result in a change in the Club schedule.

### **Hours of Operation (full day schedule)**

Monday through Friday: School Dismissal- 2:31 p.m. - 6:00 p.m.

### **Hours of Operation (half-day schedule)**

School Dismissal- 12:20 p.m. - 6:00 p.m.

The following dates are the **HALF-DAYS** in the **2017-2018 School Calendar**:

#### **Half Day Procedure**

All ASP members are required to pack a bagged lunch.

**Lunch is NOT provided on half days**

#### **(5) Total Days**

**Thanksgiving Eve-** Wednesday, November 22, 2017

**Holiday Recess-** Friday, December 22, 2017

**End of School-** Monday, Tuesday, & Wednesday, June 18, 19, & 20, 2017

The following dates are days the Club is **CLOSED** in the **2017-2018 School Calendar**:

#### **(12) Total Days**

**Labor Day Recess** –Monday & Tuesday, September 4 & 5, 2017

**Thanksgiving Recess-**Thursday & Friday, November 23 & 24, 2017

**Holiday Recess-** Monday & Tuesday, December 25 & 26, 2017

**New Year's Recess-** Monday, January 1, 2018

**President's Day-** Monday, February 19, 2018

**Good Friday-** Friday, March 30, 2018

**Memorial Day-** Monday, May 28, 2018

**End of the School Year-** Thursday & Friday, June 21 & 22, 2018

## ARRIVAL

Club 150 students are to report to the Club 150 Teen Lounge, located in the lower level of LMS, at the end of the school day. Attendance will commence and any child not in our program by 2:45 p.m. will be reported as absent to their parent/guardian.

**Reminder:** *If your child has extra help or any other school activity after school, please do not forget to inform us at the Club **BEFORE** the school day ends. This will make the arrival process more efficient for our staff members.*

Children attending schools outside the Hawthorne Public School System may enroll in the Club 150 Program. However, we cannot provide transportation outside Hawthorne. Arrangements must be made by parents/guardians for transportation to LMS.

## DEPARTURE

A parent or adult guardian of 18 years or older must sign the child out.

Please use the Playground entrance on the **Kingston Avenue** side of the school for pick up.  
Please call the following number to have a staff member open the door for you:

**LMS Cell #: 973-699-3692**

*\*Please save this number into your contacts\**

If someone other than the parents are picking up a child, the parent must call the Club to inform us with the FULL NAME of who is picking up. We will require a form of I.D. for any person (s) who is **NOT** on your child's membership form at the time of pick up or your child will not be released.

It is important that you inform the Boys & Girls Club of Hawthorne of any changes in your contacts authorized to pick up your child and of all changes in telephone numbers where you can be reached for emergency contact.

**Children must be picked up at the Club by 6:00 pm, no exceptions.**  
**A late fee may be assessed after 6:00 pm. - \$10 per fifteen minutes per child.**

## ABSENCES/WALKING HOME/ATTENDANCE

Please notify us at the Club, 973-427-7777, by 12:00 pm if your child will be absent or if they are walking home from school. Please **DO NOT CONTACT** the Lincoln Middle School General Office for ANY Boys & Girls Club matters. There are no refunds for absences due to illness, family vacations or domestic problems and scheduled or emergency school/club closings.

Your child is not permitted to attend After School Program if they have been sent home due to illness or for disciplinary reasons.

## SCHOOL CLOSING/EARLY DISMISSAL

There is no After School Program if there is a school closing or an early dismissal at LMS.

**ELECTRONICS-** (i.e. Cell Phones, Hand Held Games, Tablets, etc.)

**The Boys & Girls Club of Hawthorne is NOT responsible for any items that are lost, stolen, or broken.**

## **FEES**

- 2017-2018 MEMBERSHIP FEES MUST BE PAID AT REGISTRATION.
  - \$10 FOR HAWTHORNE AND NORTH HALEDON RESIDENTS
  - \$25 FOR OUT OF TOWN RESIDENTS

ALL PROGRAM PAYMENTS ARE DUE ON THE 1ST OF EACH MONTH, OCTOBER THROUGH JUNE. AFTER THE 7TH OF THE MONTH, YOU WILL INCUR A LATE FEE OF \$25 ON YOUR ACCOUNT.

### **SEPTEMBER PAYMENT IS DUE BEFORE THE FIRST DAY OF SCHOOL.**

- SHOULD YOUR ACCOUNT BECOME 45 DAYS PAST DUE, YOUR CHILD (REN) ARE SUBJECT TO POSSIBLE SUSPENSION AND/OR REMOVAL FROM CLUB ACTIVITIES UNTIL YOUR ACCOUNT IS BROUGHT CURRENT.

### **CLUB 150 AFTER SCHOOL PROGRAM FEES**

**\$10 Non-Refundable Registration Fee**  
**\$99 per month for Full Time 4-5 days per week**  
**\$79 per month for Part Time 1-3 days per week**

### **FUN CLUB FULL DAY PROGRAMS**

**\$15 per day for ASP members ONLY**

**\$25 per day for Non- ASP members (membership required)**

LOCATION: MAIN CLUB HOUSE ON 150 MAITLAND AVENUE

The following dates are days the Club is **OPEN** at an **additional fee**:

**(15) Total Days**

**Columbus Day Fun Club-** Monday, October 9, 2017

**Election Day & N.J.E.A. Convention Fun Club-** Tues., Nov. 7<sup>th</sup> & Thurs. & Fri., Nov. 9 & 10, 2017

**Holiday Recess Fun Club-** Wednesday- Friday, December 27, 28, & 29, 2017

**MLK Jr. Day Fun Club-** Monday, January 15, 2018

**Winter Break Fun Club \*Tentative\*-**Friday & Tuesday, February 16 & 20, 2018

**Spring Break Fun Club \*Tentative\*-**Monday-Friday, April 2-6, 2018

**Hours of Operation: 7:30 a.m. - 6 p.m.**

**FLYERS WILL BE DISTRIBUTED IN SCHOOL AND IN THE AFTER SCHOOL FUN CLUB**

# **BOYS & GIRLS CLUB OF HAWTHORNE CLUB 150 PROGRAM DISCIPLINE POLICY**

**DISCIPLINE:** “To train or develop by instruction, especially in self-control.”  
(Webster New Collegiate Dictionary)

It is the philosophy of the Boys & Girls Club of Hawthorne to help children grow emotionally as well as intellectually, to help children succeed, feel good about themselves and be able to express their feelings in a positive and constructive manner.

It is our policy that discipline be positive. Discipline is not punishment. It is a way of helping children learn to identify socially acceptable behavior.

With our Club, limits and rules are clearly defined, consistent with and in accord with appropriate development and age of each child and the program in general. We focus strongly upon the reinforcement of acceptable behavior and the prevention of undesirable behavior by being ourselves responsive to the needs of the children.

Methods of correcting inappropriate behavior with the Club consist of the following:

1. Re-direction of activities: to change the focus of a child's behavior.
2. Individualized attention: to help a child deal with a particular situation.
3. Time-out: the removal of a child from the area of activity for a few minutes, so that he/she may gain self-control.
4. Attention to good behavior: to respond to and reinforce positive behavior, acknowledge or praise the child when behaving well to let him/her know that we approve of what he/she is doing.

Discipline shall not be isolation without supervision, the withholding of food or attention. No child shall be subjected to corporal punishment, emotional neglect, abusive language, ridicule or any behavior that shall intimidate, frighten or endanger the child or his/her self-image.

Should a child's behavior require further attention, an incident report will be filled out and signed by a parent or legal guardian. Three incidents will require a parent conference. Should one further incident report be written the child will be asked not to return to the program.

## **EXPULSION POLICY**

Unfortunately, there are circumstances that arise on occasion, that require a child to be removed from our program. A child can be expelled either on a short term basis or permanently. It is extremely important to understand that our staff will work with the family of the child/children involved in order to prevent this policy from being enforced. The following are circumstances that would require a child to be suspended from the program or permanently removed:

### **Parental Actions for Child's Expulsion**

- Failure of parent to pay/habitual lateness in payments.
- Failure to complete required forms.
- Habitual tardiness when picking up child/children.
- Physical or verbal abuse to staff.
- Other (explanation required).

## **Child's Discipline/Incident Report/Suspension Policy**

**Children who do not uphold the values and rules of the Boys & Girls Club of Hawthorne will receive a written incident report. Each member must respect staff and fellow members at all times and must adhere to the rules and regulations that enable the Boys & Girls Club of Hawthorne to provide a safe and caring environment.**

1. All written incident reports must be signed by a parent/guardian.
2. All incident reports are non-negotiable and cannot be voided or reversed.
3. If a parent or guardian is not satisfied by discussion of the event with the child's counselor, he or she may request to meet with the Before and/or After School Program Director. However, please be advised that the statements and description of the incident by the counselor will not be reversed by any Director.
4. If a child receives a third incident report, he or she will automatically be suspended for a period to be determined by the Director. This period will be from one to three days. Any offense requiring more than a three day suspension will be considered a **NO TOLERANCE** event and will cause the child to be permanently removed from the program.
5. **Please be aware there will be no refund of any or all money paid for Before or after School program fees for any suspension or removal.**
6. Following is a partial list of incidents that will necessitate a write up. All incident reports are at the discretion of the Before or After School Program staff and are not limited to the following:
  - Acting in a disrespectful manner to Counselor.
  - Using inappropriate language
  - Hitting, kicking, biting or any physical assault
  - Failure to follow instructions and/or directions of Counselor
  - Purposeful destruction of Club or any person's property
  - Throwing of any object other than in the course of a planned club activity
  - Behaving in any manner that might cause injury to his/her self or any other person

### **Remedial Actions Taken by Staff to Avoid Expulsion**

- Child will be redirected in a positive manner from his/her negative behavior.
- Staff will always use positive methods and language while disciplining a child.
- Staff will praise appropriate behaviors.
- Child will be given verbal warnings.
- Parent will be called to pick up the child.

If the actions above have not proven effective, the child's parent/guardian will be notified verbally and in writing regarding the child's behavior(s) (Incident Report) or the parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time when the parent/guardian may work on the child's behavior or to come to an agreement with the child care center. The parent/guardian will be informed regarding: the length of the expulsion period, expected behavioral changes required in order to return, and a specific expulsion date which will allow an adequate amount of time for the parent to seek alternate child care arrangements (approximately one week).



# POLICY ON THE RELEASE OF CHILDREN

- A. Each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent(s) to take the child from the Boys & Girls Club of Hawthorne and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached. An authorized person must be 18 years of age or older. Presentation of valid photo identification will be required of all designated contacts authorized to pick up. Parents are responsible for immediately informing the Boys & Girls Club of Hawthorne of any changes in emergency contacts or telephone numbers of contacts.

It is a policy of the Boys & Girls Club of Hawthorne that a child shall not be visited by or released to a non-custodial parent unless the custodial parent specifically authorizes the center to allow such visits or release in writing. This written authorization, including name, address and telephone number shall be maintained on file at the Boys & Girls Club.

If a non-custodial parent has been denied access to a child by a court order, the center shall secure documentation to that effect and maintain a copy on file.

- B. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s) as specified in (A) above, fails to pick up a child at the time of the center's daily closing are as follows:
1. The child is supervised at all times.
  2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s).
  3. An hour or more after closing time and provided that other arrangements for releasing the child to his/her parent(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24 hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child.
- C. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the person(s) appear to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to that individual, the following procedure will be followed:
1. The child may not be released to an impaired individual.
  2. Staff member(s) will attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s).
  3. If the center is unable to make alternative arrangements, as noted in (A) above, a staff member shall call the Division's 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

# **POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES**

If a child exhibits any of the following symptoms, he/she should not attend the Boys & Girls Club. If such symptoms occur, the child will be removed from the program, and you will be called to take him/her home. Please have an alternative plan should your child become ill.

Symptoms of illness:

1. Severe pain or discomfort, including sore throat
2. Acute diarrhea: 2-3 very loose bowel movements – must be 8 hours symptom free before returning to the Club.
3. Episodes of acute vomiting: 1-2 episodes – must be 8 hours symptom free before returning to the Club.
4. Elevate oral temperature of 100.4 degrees Fahrenheit - must be 24 hours fever free without medication before returning to the Club.
5. Lethargy
6. Severe coughing
7. Yellow eyes or jaundiced skin
8. Red eyes with discharge
9. Infected, untreated skin patches
10. Difficult or rapid breathing
11. Skin rashes in conjunction with fever or behavioral changes
12. Skin lesions that are weeping or bleeding
13. Mouth sores with drooling
14. Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by a local health department or the Department of Health.

## **EXCLUDABLE COMMUNICABLE DISEASES**

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child or staff member presents no risk to himself/herself or others.

If a child is exposed to any excludable disease at the center, the parents will be notified in writing.

## **COMMUNICABLE DISEASE REPORTING GUIDELINES**

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete listing of reportable excludable diseases, can be found at:

[http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf).

# ILLNESS/MEDICINE DISBURSEMENT

The Boys & Girls Club of Hawthorne asks your cooperation in not sending a child to the program who is ill. Should your child attend the program and then develop any illness, you will be contacted to pick him/her up. **Children not attending school will not be admitted to the Boys & Girls Club of Hawthorne.**

Parents may request the administration of prescription or non-prescription medication from time to time. All medication must be stored in the original container. For prescription medications, the original label must be on the bottle indicating the child's name, the name of the medication, the date it was prescribed or updated and the directions for its administration. **Medication (both prescription and non-prescription) will not be given without a doctor's note.**

Please hand the medication directly to the After School Program Director. Please indicate your child's name, medication, child's condition, dosage and time of administration followed by your signature. A Medical Authorization form is attached in this packet. If you need additional forms, please see our front desk receptionist.

## INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

\* \* \* \* \*

Our center is required by the State Child Care Center Licensing law to be licensed by the Bureau of Licensing in the New Jersey Division of Youth and Family Services. A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: State of New Jersey, Department of Human Services, Licensing Publication Fees, PO Box 34399, Newark, New Jersey 07189-4399.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing toll-free at 1-877-667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the Bureau of Licensing's Inspection/Violation Reports on the center, which is issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Bureau's Complaint Investigation Summary Report, as well as any letters of enforcement or other activities taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DYFS inspections/investigations. DYFS staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Bureau for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each trip.

Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division of Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the Division of Youth and Family Services' Office of Child Abuse Control, toll-free at: 1-(800) 792-8610, or to any DYFS District Office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting:  
Community Education Office, Division of Youth and Family Services, PO Box 717, Trenton, New Jersey 08625-0717.

8/02



Our Power Hour program will be ongoing throughout the year. Power Hour is a national Boys & Girls Club program where members are rewarded for their efforts and participation in completing their homework. Members can earn their way towards a cool special event or prize per month or marking period with their participation in this program. Please encourage your children to participate! Your child's cooperation is greatly appreciated!

*Project Learn* reinforces and enhances the skills and knowledge young people learn at school during the hours they spend at the Club. This comprehensive program strategy shows that students do much better in school when they spend their non-school hours engaged in fun, but academically beneficial, activities. Through Project Learn, Club staff use *high-yield learning activities*, which include leisure reading, writing activities, discussions with knowledgeable adults, helping others, homework help and games that develop young people's cognitive skills

## **HOMework HELP**

Our Club provides *Homework Help* to all Club 150 members. Our staff members do not tutor the members and cannot implement one on one homework assistance to every child. There is a designated place for homework everyday of the week except for Fridays or special holidays.

### ***Homework is optional.***

Members are ***NOT*** expected to start or complete their homework during the After School Program. ***Our program WILL provide a quiet area for members who wish to start or complete their daily written assignments.***

***Due to our state ratio and time restraint, only daily written homework shall be worked on.*** Any reading homework or projects must be completed at home. ***We ask that you to check your child's homework every night.*** The Club 150 Program is ***NOT*** responsible for any unfinished homework handed in at school. If there are any questions or concerns about your child's homework, please feel free to contact the Club 150 Director.

## **MENTORING PROGRAM**

This curriculum involves mentoring and guidance from staff members of the Boys & Girls Club of Hawthorne. The goal of the program is to help members develop good social skills and achieve academic success in school. There will be an orientation program when the program begins. The Club 150 Director will be able to obtain your child's report card from his/her school. All records will remain private, confidential documents. They will **ONLY** be used to assist the BGC in evaluating success of the members participating in Project Learn- Power Hour program.

## **CLUB 150 PROGRESS REPORTS**

Your child will be receiving quarterly progress reports during the school year. The reports are to track your child's progress in homework completion, recreational and social activities, and social behavior. This progress report will help us make sure that your child is having a fun and safe experience at our After School Program.

# **SOCIAL MEDIA POLICY- METHODS OF PARENTAL NOTIFICATION**

The Boys & Girls Club of Hawthorne recognizes that social media has become part of everyday life for many individuals and families. It enables families and staff to exchange important information with ease. Program information can be found on our website, [www.bgchawthorne.org](http://www.bgchawthorne.org) and on our Facebook page. Each teacher has created a secure account on Shutterfly Share for this purpose as well. You will be invited to the personalized website individually in the beginning of the school year via email if you wish to participate. For mass messaging, the Club uses Call-Em-All Automated Messaging Service. In addition, all of our directors and teachers have email addresses should you have specific questions or concerns about your child.

The Boys & Girls Club of Hawthorne has guidelines that govern the use of social media outlets including but not limited to Facebook, Twitter, Snapchat and LinkedIn as it relates to the Boys & Girls Club of Hawthorne.

- It is important that staff, volunteers and parents demonstrate respect for others and use good judgement when participating in any form of online posting.
- Do not share personal, private or confidential information.
- Do not post pictures of other people's children participating in Boys & Girls Club activities unless you have expressed written consent.
- Misuse of social media can result in disciplinary action.



MEMBERSHIP # _____
DATE _____
RECEIPT # _____
STAFF INITIALS _____

**YOUTH MEMBERSHIP APPLICATION**

Membership in the Boys & Girls Club of Hawthorne is required for participation in Club programs.  
All memberships expire in August. Membership year runs from September to August.

Member's Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ D/O/B \_\_\_\_\_ Age \_\_\_\_\_ Grade (Sept. 2016) \_\_\_\_\_

Guardian/Father's Name \_\_\_\_\_ Guardian/ Mother's Name \_\_\_\_\_

Employer \_\_\_\_\_ Employer \_\_\_\_\_

Occupation \_\_\_\_\_ Occupation \_\_\_\_\_

Work Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**PLEASE PROVIDE EMAIL ADDRESS!**

**WE WILL BE SENDING MONTHLY NEWSLETTERS AND INFORMATION TO FAMILIES VIA EMAIL.**

*(E-mail addresses are kept confidential and are for the sole use of providing information to members' families.)*

**E-Mail Address: (Mother/Guardian)** \_\_\_\_\_

**E-Mail Address: (Father/Guardian)** \_\_\_\_\_

Child lives with: ( ) Mother ( ) Father ( ) Both Total Number in Household: \_\_\_\_\_ Number under 18 Yrs. \_\_\_\_\_

School Child Attends: \_\_\_\_\_ Grade \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Has either parent been a member of the Boys & Girls Club? \_\_\_\_\_ Dates: \_\_\_\_\_

Ethnicity of Member: [ ] African American [ ] Asian [ ] Caucasian [ ] Hispanic [ ] Other (please specify) \_\_\_\_\_

Family Income:

- [ ] Below \$5,000      [ ] \$10,000-\$14,999      [ ] \$25,000-\$34,999      [ ] \$50,000-\$64,999
- [ ] \$5,001-\$9,999      [ ] \$15,000-\$24,999      [ ] \$35,000-\$49,999      [ ] \$65,000 +

# Parental Release Form

I, the parent/guardian of the minor child listed on this application, for ourselves, our heirs, executors and administrators, hereby release, waive, acquit and forever discharge the Boys & Girls Club of Hawthorne, and Boys & Girls Clubs of America, their representatives, successors, insurers, assigns or any other person or entity associated with any of the above organizations such as staff, directors or volunteers, from all liability, claims, demands, or causes of action for any and all loss, damage, injury or death and any claim of damages resulting from use of facilities owned or controlled by the above organizations, or participation in activities of said organizations either at or away from the Club.

I, \_\_\_\_\_ do hereby give my son/daughter \_\_\_\_\_ permission to attend and/or participate in programs sponsored by the Boys & Girls Club of Hawthorne. I understand that my child's membership at the Boys & Girls Club of Hawthorne is a privilege and may be revoked at any time.

## Medical Treatment

I give permission to the Boys & Girls Club of Hawthorne to seek emergency medical treatment for my minor child if I cannot be reached. I will be responsible for any/all costs of medical attention and treatment.

(Optional) School Information [  ] No, I do not give my permission. (If checked, please initial here \_\_\_\_\_) I give my permission to the Boys & Girls Club of Hawthorne and Hawthorne or North Haledon School District to exchange information regarding the minor child listed on this application. The purpose of the exchange is to help both organizations do a better job of helping the student be successful in school, in the Boys & Girls Club and in life. This release may be revoked at any time by contacting your child's School District or the Boys & Girls Club in writing.

## Surveys and Questionnaires

I, the parent/guardian of the minor child listed on this application, give permission for Boys & Girls Club of Hawthorne to survey my child about his or her Club experience, behaviors, skills and attitudes using Boys & Girls Clubs of America's National Outcomes Survey or other survey instruments.

## Technology

As a member of the Boys & Girls Club, your child will have access to the Internet. While precautions are being taken, it is possible who s/he may access inappropriate sites. The Boys & Girls Club will have rules and consequences at the Club for such behavior; however we will not be responsible for the consequences of such access.

## Miscellaneous

I understand who the Boys & Girls Club is not responsible for lost or stolen items. Parents and Club members are responsible for their own transportation to and from the Club. For drop-in activities, we are not responsible for Club members' whereabouts. It is the responsibility of me, the parent/guardian, to instruct my child as to when and with whom he/she will leave the club.

I give permission for my child's picture, moving pictures, or any other graphic depiction or likeness, to be used by the Boys & Girls Club and its activities. I have read the completed application and this form, understand the rules of the Boys & Girls Club and request my child be admitted into membership. [  ] YES [  ] NO

I give my permission to the Boys & Girls Club of Hawthorne to share information about the minor child listed on this application with Boys & Girls Clubs of America (BGCA) for research purposes and/or to evaluate the program's effectiveness. Information that will be disclosed to BGCA may include the information provided on this membership application form, information provided by the minor child's school or school district, and other information collected by Boys & Girls Club of Hawthorne, including data collected via surveys or questionnaires. All information provided to BGCA will be kept confidential.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date:



## 2017-2018 CLUB 150 REGISTRATION INFORMATION

1. Please circle each day your child will attend on a regular basis:

**MONDAY**                      **TUESDAY**                      **WEDNESDAY**                      **THURSDAY**                      **FRIDAY**

2. Will your child be participating in our Power Hour/Project Learn/ Mentoring Program?

Please circle:                      **YES**    **NO**

3. My child is allowed to walk home from LMS or the Club, when I have called/notified the Club.

**YES**    **NO**

## HANDBOOK POLICIES AND PROCEDURES

*I understand that this Handbook outlines the policies and procedures of the center as guided by the State of New Jersey, Division of Youth and Family Services, Bureau of Licensing. These include:*

1. Transportation to Club
2. Arrival and Departure Procedure
3. Absence Procedure
4. Fees for programs
5. Policy on the Release of Children
6. Positive Guidance/ Discipline Philosophy and Expulsion Policy
7. Communicable Disease Policy and Illness and medicine disbursement
8. Information to Parents by the Bureau of Licensing, Division of Youth and Family Services.
9. Homework Help Policies
10. Methods of Parental Notification
11. Use of Technology & Social Media Policy

I fully understand all the information concerning the Club 150 Program that has been provided in this program packet. My child and I will abide by all the policies that are written.

Child's Full Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Legal Guardian (please print) \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# 2017-2018 Before & After School Care Health History Form

Please answer the following questions IN PRINT & NEATLY regarding your child's health.  
**ALL INFORMATION MUST BE COMPLETED IN ORDER TO ATTEND OUR PROGRAMS.**

Child's Name \_\_\_\_\_

Child's Doctor and Phone Number \_\_\_\_\_

Child's Weight \_\_\_\_\_ Child's Height \_\_\_\_\_

Does your child have any allergies to drugs or medication? Yes No

If so, please list: \_\_\_\_\_

Does your child have any allergies to bee stings/insects? Yes No

If so, please list: \_\_\_\_\_

Does your child have any other allergies (food, pollen, dogs, etc) Yes No

If so, please list: \_\_\_\_\_

Does your child have any form of asthma? Yes No

If so, please explain \_\_\_\_\_

**If yes was checked for any of the above, is medication (Epi-pen, inhaler, etc.) needed?**  
Please explain below.

**(Please fill out the attached medical authorization form, on the next page.)**

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**Are there conditions or specific needs that require special attention? Yes No**

If so, please list: \_\_\_\_\_

*In the event of any sudden illness, it is understood that the Boys & Girls Club of Hawthorne staff will attempt to contact me. However, if medical care becomes necessary, I give permission for my child, \_\_\_\_\_, to receive such treatment from and as deemed appropriate by the **Valley Hospital**, its Medical Staff, agents, and representatives and further agree to reimburse The Valley Hospital, Medical staff, agents and representatives for all such treatment.*

Parent's/Legal Guardian's Signature: \_\_\_\_\_

Parent's/Legal Guardian's Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

**IF YOUR CHILD NEEDS SPECIFIC MEDICATION,  
PLEASE REFER TO THE FOLLOWING  
REQUIREMENTS BELOW:**

1. Medicine MUST be in the original bottle or packaging.
  - a. The physician's and member's name must be on the label.
2. The physician MUST fill out the *Care Plan for Children with Special Health Needs* form (next page) and stamp it with their official stamp. If your child's doctor has their own Emergency Health Plan, you may submit that instead of our form.
3. You must fill out and sign the ***MEDICAL AUTHORIZATION FORM*** (page 21).
4. If your child attends the Before AND After School Program, they must have medication for BOTH locations. (i.e. (2) inhalers, (2) Benadryl bottles, etc.)
  - a. Please be aware if your child's health plan calls for (2) epi-pens and they attend both BSP & ASP, we need to have (4) total. The medication at BSP is locked and stored at the school. They cannot be transferred to the ASP program or from the Nurses' office.
5. ***MEDICATION, MEDICAL AUTHORIZATION FORM, & THE CARE PLAN MUST ALL ARRIVE BEFORE YOUR CHILD'S FIRST DAY OF BEFORE/AFTER SCHOOL CARE WITH ENOUGH MEDICINE FOR THE PROGRAM (INCLUDES INHALERS) OR YOUR CHILD WILL NOT BE PERMITTED TO ATTEND OUR PROGRAMS.***



# 2017-2018 MEDICAL AUTHORIZATION FORM

I \_\_\_\_\_ authorize ALL Boys & Girls Club Staff members to see that my child  
Parent's Full Name

\_\_\_\_\_ receives medication prescribed by \_\_\_\_\_.  
Child's Full Name Child's Physician's Name

- **This medication is to be furnished by parent/guardian with the name of the medicine, the amount to be given and the correct time of day to be given.**
- **Medicine must be in the ORIGINAL bottle.**
- **The physician's and members name MUST be on the label.**

**MEDICATION MUST ARRIVE BEFORE CHILD'S FIRST DAY OF SCHOOL.**

**Parent's/Legal Guardian's Name (SIGNATURE)**

\_\_\_\_\_ **DATE:** \_\_\_\_\_



## OFFICE USE ONLY

Medication: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Medication: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Medication: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Medication: \_\_\_\_\_ Expiration Date: \_\_\_\_\_



**BOYS & GIRLS CLUB**  
OF HAWTHORNE

## CHILD CARE PAYMENT AGREEMENT

I, \_\_\_\_\_, parent and/or legal guardian of  
*(Please Print)*

\_\_\_\_\_, agree that I am responsible for  
*(Please Print)*

payment of child care provided by the Boys & Girls Club of Hawthorne. I agree to pay no later than

the 1<sup>st</sup> day of each month, the following amount:

**Please check appropriate box:**

**Club 150 Program: \$99 per month (4-5 days)**

**Club 150 Program: \$79 per month (1-3 days)**

I am responsible for any additional fees including but not limited to membership and registration fees.

In the event that my account becomes delinquent for more than 45 days, my child, at the discretion of the Boys & Girls Club of Hawthorne, may be removed from the program and that my account will be turned over to a collection agency. If this occurs, I agree to pay a finance charge of 1.5% per month on any balance due, as well as all reasonable collection costs not to exceed 50%, as well as court costs, attorney fees and interest fees accrued with the collection of this account.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Boys & Girls Club of Hawthorne**  
**Credit Card Payment Authorization**  
**(OPTIONAL)**

I, \_\_\_\_\_,

parent/guardian of \_\_\_\_\_,

authorize the Boys & Girls Club of Hawthorne to charge *monthly*

payment of \$ \_\_\_\_\_ for

Before School     After School     BS/AS Combo

to my  Visa  Mastercard  Discover  American Express card.

**I understand that this information is confidential and will be kept in a secure place by the Boys & Girls Club of Hawthorne.**

\_\_\_\_\_  
**Signature Parent/Guardian**

\_\_\_\_\_  
**Date**

<b><u>OFFICE USE ONLY</u></b>		
LAST 4 DIGITS: _____	EXP. DATE ____/____	RECEIPT NEEDED
Y / N		

**Yes, I need to have a copy of a receipt sent to me monthly for charges.**

You may contact the club for a copy of a receipt or a year end statement at any time.

**My card number is:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_/\_\_\_\_

**Address associated with the card** \_\_\_\_\_

\_\_\_\_\_