

# **2024-2025 BEFORE & AFTER SCHOOL PROGRAM PROCEDURES**

## **BEFORE SCHOOL PROGRAM**

The Boys & Girls Club of Hawthorne's Before School Program is available on site at each of the Hawthorne Public Elementary Schools. Children will attend a structured morning program supervised by professional staff and will join their classmates when school opens for the day.

The Program is effective Tuesday, September 3, 2024. Children may be dropped off at their school no earlier than 7:30 am and no later than 8:15 a.m., no exceptions. Please note that due to time restraints, homework help will not be available during the morning program.

**THERE WILL BE NO BEFORE SCHOOL PROGRAM WHEN HAWTHORNE PUBLIC SCHOOLS HAVE A DELAYED OPENING.**

## **AFTER SCHOOL FUN CLUB**

The Boys and Girls Club of Hawthorne's **After School Fun Club** is geared specifically for children Kindergarten through 5<sup>th</sup> grade. Our professional staff is N.J. State Certified.

Our program offers a safe, worry-free environment that provides children opportunities:

- to interact with trained counselors who represent positive role models for behavior, values and making informed choices
- to develop new friendships and enhance social skills
- to receive "Power Hour" Homework Help as needed
- to enjoy structured fun including: Gym Activities, Outdoor Play, Media Center & Special Events

## **BENEFITS OF OUR AFTER SCHOOL FUN CLUB**

- Bus transportation from all Hawthorne Public Elementary Schools
- Daily snack provided
- ASP members are picked up from school on half days at no additional cost

## **ASP TRANSPORTATION & ARRIVAL**

Children are picked up at Hawthorne Public Elementary Schools and transported to the Club by bus. Please note that if school has an early dismissal (snow dismissal, etc.), the Club will notify the primary contact with information on transportation and program hours. It is at the discretion of the CEO if the Boys & Girls Club of Hawthorne will offer After School Program on an early dismissal/inclement weather day.

## **OUT OF TOWN ASP MEMBERS**

Please be sure to review important differences pertaining to an out of town ASP member:

- Boys & Girls Club of Hawthorne will follow the *Hawthorne Public School* calendar and inclement weather closings.
- The Boys & Girls Club of Hawthorne does not provide transportation for an out of town ASP member.
- You must make arrangements for your child to be dropped off at the Club.
- Out of town ASP members may not be dropped off earlier than the After School Program hours for that day.
  - 3 p.m. drop off time is acceptable on full days.
  - 1 p.m. drop off time is acceptable half days.

## **ASP PICK UP PROCEDURES**

- Anyone picking up a child from the center must be 18 years of age.
- If someone other than the parents are picking up a child, the parent must call the Club to inform us or your child will not be released.
- All pick up persons will be required to provide photo ID before the child is released.
- Upon arrival, enter the building and speak to the person at the front podium.
- Inform the Club staff member with the name of the child/ren you are picking up. Please be sure to know their group number.
- A Club staff member will communicate with the appropriate classroom/group that your child is being picked up.
- You will be required to wait in the designated pick-up area.
- Your child will be dismissed from their group to gather their belongings and will meet you in the designated pick-up area.
- *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 WILL BE ASSESSED AFTER 6:00 PM. - \$10 PER FIFTEEN MINUTES  
PER CHILD.**

## **ASP ABSENCES AND ATTENDANCE**

Please notify us by 12:00 pm if your child will be absent from school. Please be sure to notify your child's school as well. 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 the Before and After School Program if they have been sent home due to illness or for disciplinary reasons.*



## **2024-2025 ASP OPERATING HOURS, EARLY DISMISSALS, & CLUB CLOSURES**

The Boys & Girls Club of Hawthorne will follow the Hawthorne Public School calendar. All ASP members will be picked up at dismissal and brought to the Club. On early dismissal days, lunch will not be provided. Please send your child with lunch.

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

School Dismissal - 3:00 p.m. - 6:00 p.m.

### **Hours of Operation (early dismissal schedule)**

School Dismissal- 12:45 p.m. - 6:00 p.m.

### **2024-2025 Early Dismissal Dates: (8) Total**

- **K-5<sup>th</sup> Parent Conference**- Wednesday, Thursday, & Friday November 13, 14, & 15, 2024
- **Thanksgiving Eve**- Wednesday, November 27, 2024
- **Holiday Recess**- Friday, December 20, 2024
- **End of School**- Monday, Tuesday, & Wednesday, June 16, 17, & 18, 2025

### **2024-2025 Club Closure Dates: (11) Total**

- **Thanksgiving Recess**-Thursday & Friday, November 28 & 29, 2024
- **Holiday Recess**- Tuesday - Friday, December 24 - 27, 2024
- **New Year's Recess**- Tuesday, December 31, 2024 & Wednesday January 1, 2025
- **President's Day**- Monday, February 17, 2025
- **Good Friday**- Friday, April 18, 2025
- **Memorial Day**- Monday, May 26, 2025

***Please refer to the BGC Fun Club attachment for full day programs during school closures.***

# 2024-2025 ASP POWER HOUR, PROJECT LEARN, & HOMEWORK TIME POLICIES

Our Power Hour program will begin on **Monday, September 9, 2024**. It will continue until the last week of school. Power Hour is a national Boys & Girls Club program where children are rewarded for their efforts and participation in completing their homework. Your child's completion during homework time is recorded. They are also recognized for doing worksheets, playing games quietly, and studying. At the end of the week, your child can either save their earned points or cash them in for cool prizes. Please encourage your children to participate! You and your child's cooperation are 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 ASP members. Our staff members do not tutor the members and cannot implement one on one homework assistance to every child. Our counselors are required to help all the children in their assigned group. There is an allotted homework time for everyday of the week except for Fridays or special holidays/events.

*Homework time is between 3:30 p.m. and 4:15 p.m.*

Every child is expected to do their homework during this time. *If your child does not have homework, we encourage them to do a quiet activity (worksheets, coloring pages, read a book, etc.), as not to disturb their fellow group mates.*

**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 and sign your child's homework every night.*** The After School Fun Club is **NOT** responsible for any unfinished homework handed in at school.

## 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 Power Hour Program Coordinator 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 the success of the members participating in Project Learn- Power Hour program.

## ASP 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 Fun Club.



# INFORMATION TO PARENTS

Under provisions of the **Manual of Requirements for Childcare Centers (N.J.A.C. 3A:52)**, every licensed childcare 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 childcare matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Childcare & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Childcare Center Licensing law to be licensed by the Office of Licensing (OOL), Childcare & Youth Residential Licensing, in the Department of Children and Families (DCF). 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 Childcare 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 Childcare Centers and make it is available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

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 Childcare 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 requirements, you are entitled to report them to the Office 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. OOL/INFORMATION TO PARENTS/APRIL 2017

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions 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 or you can view them online at [https://data.nj.gov/childcare\\_explorer](https://data.nj.gov/childcare_explorer).

Our center must cooperate with all DCF inspections/investigations. DCF 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 OOL 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 assist the center in complying with licensing requirements; and 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 such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and 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 on 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).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the



CPSC at (800) 638-2772. 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 *State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [www.state.nj.us/dcf/](http://www.state.nj.us/dcf/).

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

If a child exhibit 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:

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

## **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).



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.

## **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.

## **SUSPENSION & 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:



## **Child's Action for Suspension and/or Expulsion**

- 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/herself or any other person

## **Parental Actions for Child's Suspension and/or Expulsion**

- Failure of parent to pay/habitual lateness in payments.
- Failure to complete required forms.
- Habitual tardiness when picking up children/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 always respect staff and fellow members 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 Directors. 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 that refunds of any or all money paid for program fees for any suspension or removal are at the discretion of BGC Administration.***



## **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.
- Parents 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 childcare 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 childcare arrangements (approximately one week).



## **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 our Facebook and Instagram pages. For mass messaging, the Club uses Call-Em-All Automated Messaging Service from which you will receive a phone call and text message. 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, Instagram, 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.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

The Boys & Girls Club of Hawthorne is committed to providing safe use of technology and online safety for members, staff, and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

### ***CLUB MEMBER USAGE***

Before a member is allowed to use Club technology equipment or their personal device, both the member and his/her parent/guardian will need to read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

***Club devices*** shall include all Club-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

***Personally owned devices*** shall include all member-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.



**Club purposes** shall include program activities, career development, communication with experts and/or Club peer members, homework, and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

**Authorized use:** Club devices and personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club devices or personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

**Appropriate use:** Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

**Monitoring and inspection:** The Boys & Girls Club of Hawthorne reserves the right to monitor, inspect, copy, and review any personally owned device that is brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections. If so, the members may be barred from bringing personally owned devices to the Club in the future.

**Loss and damage:** Members are responsible for keeping devices with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Any inappropriate or unauthorized use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes but is not limited to the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by members
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment
- Personal attacks, including prejudicial or discriminatory attacks



- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others
- Knowingly or recklessly posting false or defamatory information about a person or organization; or Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices

If a member is told to stop sending communications, that member must cease the activity immediately. Any incident of such nature will be documented by Club leadership and the parents will be notified immediately.

## **CYBERBULLYING**

Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails, or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites, or fake profiles.

Members may not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco, or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

**Monitoring and inspection:** The Boys & Girls Club of Hawthorne reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, the Boys & Girls Club of Hawthorne reserves the right to inspect and/or review personally owned devices that are brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections, but the members may be barred from bringing personally owned devices to the Club in the future.

**Internet access:** The Boys & Girls Club of Hawthorne reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks, or other services. Members must follow Club procedures to access the Club's internet service.

**Loss and damage:** Members are responsible for keeping the personal device with them at all times. Staff are not responsible for the security and/or condition of the member's



personal device. Furthermore, the Club shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

**Parental notification and responsibility:** While the Boys & Girls Club of Hawthorne Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for the Boys & Girls Club of Hawthorne to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

**Digital citizenship:** Club members shall conduct themselves online in a manner that is aligned with the Boys & Girls Club of Hawthorne Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates the Boys & Girls Clubs of Hawthorne Code of Conduct, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

**Club-owned-and-operated technology:** Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

**Digital citizenship and technology safety training:** All members who wish to use a Boys & Girls Clubs device or equipment will be required to successfully complete a BGCA-provided digital citizenship and technology safety training. This training is required for all members annually.



# 2024-2025 Before & After School Program Payment Policy

## Monthly Fees and Payment Requirements

- The monthly program tuition fees are as follows:
  - **BSP ONLY (K-5<sup>th</sup> grade only)**
    - 1 day: \$100 per month
    - 2 days: \$130 per month
    - 3 days: \$170 per month
    - 4 days: \$210 per month
    - 5 days: \$235 per month
  - **ASP ONLY (K-5<sup>th</sup> grade and full-time enrollment only available)**
    - \$325 per month
  - **BSP and ASP COMBO: (K-5<sup>th</sup> grade only)**
    - \$480 per month (\$80 savings)
- **Payments can only be refunded or transferred as permitted by BGC Administration.**

## Additional Required Fees

- **Membership** (new and/or renewal) is required for all members. Yearly membership runs from September to August.
  - K-5<sup>th</sup> grade (Hawthorne resident): \$30
  - K-5<sup>th</sup> grade (Out of town): \$45
- **Online Processing Fee:** \$5

## Payment Methods

- Membership, 1<sup>st</sup> month of Program tuition, and online processing fee must be paid at the time of enrollment via credit card or debit card online.
- All other balances can be paid via the following payment options:
  - Credit/Debit card authorization form in registration link (preferred).
  - Cash, check, credit/debit card payment over the phone or in person with a staff member.
  - PayPal via our website.



## Payment Schedule

- **Due at the time of registration:**
  - Membership (if applicable)
  - 1<sup>st</sup> Month of Program tuition fee
  - Online processing fee
- **Due on the 1<sup>st</sup> of every month:**
  - Your program tuition fee
  - Any payments remitted after the 7<sup>th</sup> of the month, may be subject to a late fee of \$20
  - Any returned checks are subject to a \$30 service fee

## Important Balance & Payment Reminders

- Enrollment will be placed on hold for any family with an outstanding balance. You will be contacted directly to remit any past due balances in full before your child(ren)'s enrollment is finalized.
- Failure to pay balances by the due date can result in your child being removed from the program.



# **2024-2025 Before, After, and Club 150 Program** **State Subsidized Childcare Payment Policy**

**Fees you are responsible for at the time of registration are listed below:**

- **Membership** (new and/or renewal) is required for all members. Yearly membership runs from September to August.
  - K-5<sup>th</sup> grade (Hawthorne resident): \$30.00
  - K-5<sup>th</sup> grade (Out of town): \$45.00
  - 6-8<sup>th</sup> grade (Hawthorne resident): \$15.00
  - 6-8<sup>th</sup> grade (Out of town): \$30.00
- **Program Fee:** \$25 deposit
- **Online Processing Fee:** **\$5.00**

## **Monthly Fee and Payment Requirements**

- **Active contract or Renewal determination and/or if BGC of Hawthorne is not listed as your current provider:**
  - The monthly co-payment will be the difference between what we are receiving on your child's behalf and our regular monthly fee.
  - A **\$25** deposit per child will be required at the time of registration.
- **Once we receive your finalized contract, we will determine your copay (if any) and apply the \$25 deposit towards monthly copayments. If your copayment is more than the deposit amount, you will be invoiced for the difference and the balance will be due on or before the first day of school.**

## **Payment Methods**

- Membership, \$25 deposit, and processing fee must be paid at the time of enrollment via credit card or debit card online.
- All other balances can be paid via the following payment options:
  - Credit/Debit card authorization form in registration link (preferred).
  - Cash, check, credit/debit card payment over the phone or in person with a staff member.
  - PayPal via our website.



## Payment Schedule

- **Due at the time of registration:**
  - Membership (if applicable)
  - Program Fee: \$25 deposit
  - Online Processing Fee: \$5.00
- **Due on the 1<sup>st</sup> of every month beginning October 2024:**
  - Your monthly co-payment
  - Any payments remitted after the 7<sup>th</sup> of the month, may be subject to a late fee of \$20
  - Any returned checks are subject to a \$30 service fee

## Non-Active Contract

**If you do not have an active contract one week prior to your child starting, you will be required to remit payment in full to remain enrolled in the program.**

## Important Balance & Payment Reminders

- Enrollment will be placed on hold for any family with an outstanding balance. You will be contacted directly to remit any past due balances in full before your child(ren)'s enrollment is finalized.
- Failure to pay co-payments by the due date can result in your child being removed from the program.
- If at any time before or during the BSP/ASP/Club 150 program, your contract is no longer valid, you will be held responsible for the full monthly tuition fee should you choose to have your child remain in the program.

# **2024-2025 FUN CLUB PROGRAM PROCEDURES**

The Boys & Girls Club of Hawthorne will offer full day programs during Hawthorne Public School closure days for an additional fee. All Fun Club programs will be held on site at the Boys & Girls Club of Hawthorne for all grades.

- Hours of Operation: 7:30 a.m. - 6:00 p.m.
- Grades: K-8<sup>th</sup> grade
- Club Membership is required

## **2024-2025 Fun Club Fees**

- **Membership required**
- **Daily Fun Club Fees**
  - K-5<sup>th</sup> grade (BSP/ASP Members): \$45 per day
  - K-5<sup>th</sup> grade (Non-BSP/ASP Members): \$60 per day
  - 6-8<sup>th</sup> grade (Club 150 Members): \$30 per day
  - 6-8<sup>th</sup> grade (Non-Club 150 Members): \$40 per day

## **Payment Methods**

- Membership (if needed), Fun Club daily fee, and processing fee must be paid at the time of enrollment via credit card or debit card online.

## **2024-2025 Fun Club Dates: (12) Total**

- Columbus Day - Monday, October 14, 2024
- Election & NJEA Convention Days -
  - Tuesday, November 5, 2024
  - Thursday, November 7, 2024
  - Friday, November 8, 2024
- Holiday Recess -
  - Monday, December 23, 2024
  - Monday, December 30, 2024
- Martin Luther King Jr. Day - Monday, January 20, 2025
- Winter Break - Friday, February 14, 2025
- Spring Break Days -
  - Monday-Thursday, April 14-17, 2025

***Additional Fun Club days may be added to the schedule if there are unused inclement weather days in the Hawthorne Public School Calendar.***





## **BSP/ASP/ CLUB 150 PAYMENT AGREEMENT**

As the parent and/or legal guardian of the registered member, I agree that I am responsible for the tuition payment of the Before School Program /After School Program/ Club 150 Program tuition in full according to the payment schedule outlined in the Payment Policy Agreement.

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

***If my account becomes delinquent, my child, at the discretion of the Boys & Girls Club of Hawthorne, may be removed from the program and 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 25% as well as court costs, attorney fees and interest fees accrued with the collection of this account.***

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

I, \_\_\_\_\_, parent/guardian  
of \_\_\_\_\_, authorize the Boys & Girls Club of  
Hawthorne to charge my *monthly* payment of \$\_\_\_\_\_ for the  
following program:

- ( ) Before School, After School or Combo Program  
( ) Club 150 Program      ( ) Positive Place Preschool

**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 would like a statement emailed to me for the monthly payment.

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

Name on Card: \_\_\_\_\_

Card Type: \_\_\_\_ Visa \_\_\_\_ MasterCard \_\_\_\_ Discover \_\_\_\_ Amex

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_      CVV Code: \_\_\_\_\_

Address associated with the card: \_\_\_\_\_

\_\_\_\_\_