



**BOYS & GIRLS CLUBS  
OF GREATER WASHINGTON**

Prince William County/Manassas Branches

# BEFORE & AFTER CARE 2011 HANDBOOK

**REGIONAL DIRECTOR: APRIL CHERVENKA**

**HYLTON BRANCH:**

5070 DALE BLVD  
WOODBRIDGE, VA 22913  
PHONE: (703) 670-3311  
FAX: (703) 690-4567

Acting Branch Director- Keeyana Mahoney  
Daycare Director- Susan Ficarro - Ext. 14  
Asst. Daycare Director- Ella Austin - Ext. 12  
[www.hyltonclub.org](http://www.hyltonclub.org)

**CARTERET MORTGAGE BRANCH  
OF MANASSAS:**

9501 DEAN PARK LANE  
MANASSAS, VA 20110  
PHONE: (703) 365-2582  
FAX: (703) 365-8533

Branch Director- Glenn Vickers  
Daycare Director- Nadia Pedersen- Ext. 228  
Asst. Daycare Director- Mary Foster - Ext. 227  
[www.manassasclub.org](http://www.manassasclub.org)

**AGES SERVED**

Serving youth Age 5 through age 14.  
(Must be 5 by 9/30/2011 & in Kindergarten)

**HOURS OF OPERATION**

Monday—Friday ~ 6:00 am- 6:00pm  
Before Care: 6:00am—School  
After Care: Dismissal-6:00pm

The Full Day Program is available when school is closed for teacher in-service days, some holidays and some snow days.

**Holidays & Closures**

The Club is closed for all federal holidays and for occasional staff in-services days. Parents will be notified in advance of closings due to training or special events.

Federal holidays include: Labor Day, Columbus Day, Veterans Day, Thanksgiving Day & the day after, Martin Luther King Jr. Day, President's Day, December 26th & January 2nd (federal Christmas & New Year's observance)

**Snow Day Policy**

The Boys & Girls Clubs of Greater Washington reserves the right to close during inclement weather, however our general policy is to follow the federal government and or local government closures & delays. Delays & closures will be posted on our website and Club voicemail system.

**SCHOOLS WE SERVE**

**Hylton Branch:**

Beville, Benton, & Saunders Middle Schools; King, Penn, McAuliffe, Rosa Parks, Porter & Enterprise Elementary Schools. *Ask us about IB schools!*

**Manassas Branch:**

All Saints Catholic, Baldwin, Bennett, Ellis, Haydon, Jennie Dean, Parkside Middle, Mayfield, Metz, Mullen, Pennington, Round & Weems.

**Transportation**

The Boys & Girls Clubs will provide transportation to and from each school we service, except in cases where transportation is provided by the school system.

All children are required to wear their seatbelts and must abide by all rules Children who consistently break the rules may be written up, suspended, and/or lose bus privileges.

If a child arrives late to the Club after the bus has left, parents must transport them to school. A meeting will be scheduled with a child's parents if their child repeatedly misses the afternoon bus. If a child does not board the bus to return to the club and we are unable to determine their whereabouts we will call parents to inquire.

A field trip permission slip will be provided for events taking place away from the Club.

## PRICING & FEES

\$40.00 Registration Fee

\$30.00 Membership Fee for non-members

\$115.00 Weekly Fee for both Before & After Care

Parents who select the following options will be locked-in and unable to switch from week to week.

\$65-Before Care Only (excludes early dismissals)\*

\$80-After Care Only (excludes delayed openings)\*

\*\$25 additional charge for the full-day program for school in-service days and snow days.

**Payments are due on Mondays. Payments collected after 6:00pm on Tuesday will be charged a \$10 late fee.**

Receipts will be available for pick-up the day after payment is received.

CREDIT CARD, DEBIT CARD, CHECKS AND MONEY ORDERS ARE ACCEPTED FOR YOUR CONVENIENCE

**RETURNED CHECK FEE IS \$50.00.**

**Returned check fees and future program payments may only be made with credit card or money order. Legal action may be taken for any past-due or delinquent accounts.**

Please take your receipts for your records as we do not send out end-of-the-year statements. We will provide our Tax ID number at tax time.

## SIGN IN /OUT POLICY

### Parental Responsibility

Please notify us if your child will not be attending so that we can plan accordingly.

**All members are required to be signed in they may not come in alone, including to and from the car.**

Once your child is signed in, they must stay with the staff and may not leave the Club. We require written authorization for anyone, other than a parent, to sign your child out.

We must have a copy of the court order for anyone who is not permitted to pick up your child

**Proper photo identification is required each and every time your child is signed out.**

Club members must also scan in and out with their Boys & Girls Club membership card each day.

If your child has not been picked up by 6:30pm the police will be called to transport them home.

### **AFTER 6:00PM LATE FEES ARE AS FOLLOWS:**

6:01- 6:15      \$15.00

6:16- 6:30      \$30.00

6:31- 6:45      \$45.00

**NO ONE IS EXEMPT FROM THIS POLICY. LATE FEES WILL BE DUE THE NEXT DAY**

## LUNCH & SNACKS

An after school snack is provided by the Boys & Girls Clubs. A morning snack is not provided but a snack time is allotted and children are encouraged to bring a healthy snack/breakfast item.

Members are required to bring their lunch for any full-day program such as teacher work days or snow days. **Parents will be charged a \$10 fee if they do not provide a lunch.**

Parents should assist their children in packing a well balanced lunch. State Licensing recommends juice and water instead of soda, veggies and fruits, a sandwich, and a light snack.

**Refrigerators and microwaves are not available to members. We suggest using an insulated bag with a coolant. Please label lunch bags to prevent confusion.**

Snack bars may be available at the Boys & Girls Club.

## RULES & REGULATIONS

- Loud, abusive, or aggressive language or behavior will not be tolerated while at the Boys & Girls Club or at Club sponsored activities. Staff reserve the right to send members home at any time due to a violation of the rules.
- No smoking is permitted in or around the club.
- No eating or drinking except in designated areas.
- No chewing gum allowed.
- Shoes and shirts are to be worn at all times. Pants must be worn on the waist completely covering undergarments.
- Entry and exit of the building must be made through the designated entrance/exit. All children must be signed in and out each day.
- No glass bottles are allowed in the building at anytime.
- No items that may cause harm or injury to anyone.
- No running in the building.
- Basketballs may not be bounced outside the gym. Basketballs are provided, please leave your basketballs at home.
- Youth are not permitted to use cell phones in the Club.
- All toys, electronics, cell phones or excessive amounts of money should be left at home.
- The Boys and Girls Club is not responsible for any items which are lost, broken or stolen at the Club. All items should be clearly marked with child's name.

### Dress Code:

- Pants are to be worn at the waist, not below the hips
- Underclothing is to be completely covered
- Halter, midriff, bikini tops, short shorts, etc. and/or any "see through" clothing are not permitted
- Clothing may not make reference to drugs, alcohol, tobacco products, sex, violence, injury, death or contain vulgar or offensive messages

## FORMS OF DISCIPLINE

~Time Out ~Loss of activity ~ Clean up duty ~ Incident Reports ~ Suspension or Termination

If there is any type of fighting or injury to another child, the parents may be called and asked to come in for a meeting with the Director. All decisions are at the discretion of the Directors. Automatic suspension will occur if an incident is repeated after a prior suspension.

The following are reasons for immediate suspension: ~Fist Fighting ~Stealing ~Bullying ~Calling 911(prank) ~Hitting a staff member ~Having pepper spray, firecrackers, alcohol, drugs\* or weapons\*

\*If drugs or weapons are found, the parent & police will be called and the child must be picked up immediately.

Any form of fighting or bullying will not be tolerated; in the event of such occurrence that produces even minor injury, the parent will be required, by State regulations, to meet with the Director for mediation.

### Termination

Children who have constant discipline problems and/or are abusive to others will be terminated. Once a child receives 3 incident reports, he/she will be suspended. Children may be suspended with less than 3 incident reports if the situation warrants. Children will also be terminated for lack of payment or repeated bounced checks.

**The club is NOT responsible for lost, broken, or stolen articles.**

## ADDITIONAL INFO

### Fire Drills & Weather Emergencies

Fire drills are scheduled and held periodically. Evacuation charts are located in each classroom. In the event of inclement weather, the children will be brought indoors.

In the case of natural disasters/weather events the children will be taken to the safest locations within the building. Battery-operated radios are available for staff to keep apprised of such situations. Emergency phone numbers, including 911 and the Poison Control Center are posted.

### Emergencies & Infectious Disease

Parents will be immediately notified in the event of a club wide emergency. Parents will be notified in writing of any occurrence of infectious disease.

### Staff Qualifications

All staff have criminal record checks on file and are CPR and First-Aid certified. Select staff have MAT training. All staff are 18 or older, bus drivers are over 21.

### State Licensing Office

Northern Regional Office: Carriage House Square  
170 W. Shirley Avenue, Suite 200  
Warrenton, VA 22186; 540-347-6395  
[www.dss.virginia.gov](http://www.dss.virginia.gov)

### Ratios:

Children are grouped according to their ages. Groups have no more than 14 children. State licensing ratios are 1:18. (State allows for a 1:18 ratio)

### The Mission of the Boys & Girls Clubs

The mission of Boys & Girls Clubs of Greater Washington is to help boys and girls of all backgrounds, especially those who need us most, build confidence, develop character and acquire the skills needed to become productive, civic-minded, responsible adults.

## YOUR CHILD'S HEALTH

### Medical Forms

Each child is required to have a physical exam and a shot record (dated no older than two years) on file. **We must have a form on file before they can begin.**

### Health & Medication

For children who receive medicine in our care, a medical release waiver must be on file. Medications that are intended for long-term use (inhalers, Ritalin, etc.) we require a doctor's signature. Medication must be in original bottle and we will not accept medication that is given as a shot (except epi-pens).

Parents will be notified if a child becomes ill and parents will be expected to arrange immediate pick up of their child by an authorized person. If your child is injured, you will receive an accident report at sign-out. Any severe accidents will be reported immediately to the parent.

### Children Must be Kept Home If:

- They have a fever of 100 or above, vomiting, or diarrhea or if they have an illnesses such as strep throat, bronchitis, or flu. (They have to be on an antibiotic for at least 24 hours before they may return.)
- Your child has conditions such as head lice, pink eye, chicken pox, or contagious rashes. If we see evidence of these on your child, the child will be sent home immediately (a doctor's note will be needed stating that the child is no longer contagious).

Parents MUST notify the daycare center within 24 hrs of any contagious diseases within their household.

### Allergies, Special Needs

- Parents must notify the staff of all allergies including those to food, topical ointments, sunscreen, or latex.
- **So that we can better serve your child, please notify us in advance of any special needs or behavioral disorders.**