



BOYS & GIRLS CLUB
OF THE LOWER NAUGATUCK VALLEY

2023-2024

Oxford Middle School

**Parent Handbook
School Year Program**



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CLUB MISSION & HISTORY

Mission

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens.

Core Values

Here at the Boys & Girls club of the Lower Naugatuck Valley, we have adopted six core values which exemplify our mission: fostering an environment that is safe and teaches our children to be trustworthy, respectful, inspired, dependable, and enabled.

Who We Are – What We Offer

The Boys & Girls Club of the Lower Naugatuck Valley is for boys and girls Kindergarten through High School, of all ethnicities, races, and creeds. Trained professional staff provide our members with positive adult mentors and role models. Nationally recognized programs help our young people succeed in school, stay healthy, learn important life skills, pursue interests in the arts and sports, and explore vocational choices. Our Clubhouses are safe and affordable places to learn and grow, all while having fun.

History

- Established in 1926 as the Community Building Association
- Incorporated as a Boys Club in 1956
- Merged with the Community Center in 1969
- Girls became full-time members in 1980
- Changed name to reflect service increase to entire Valley in 1993 to Boys & Girls Club of the Lower Naugatuck Valley
- Opened new Clubhouse in Shelton June 1999
- Opened new Clubhouse in Ansonia May 2009

The Boys & Girls Club of the Lower Naugatuck Valley, Inc., is a drop-in program, chartered by Boys & Girls Clubs of America, and is exempt from state daycare license laws, as per State Statute Section 528 Subsection (b)



of section 19a-77(7), like schools and recreation departments. Our drop-in after school program follows membership requirements and safety standards set forth by Boys & Girls Clubs of America. The Club is a non-profit (501c3), private organization for dues-paying members. Memberships are required to use the Club facilities.

HOURS & COSTS

Membership fees cover participation in core programs. Additional fees apply to holidays, school vacations, sports leagues, and special events. No reimbursements are given for membership dues. Monthly programs are NOT prorated. After-school membership begins on the first day of school and ends on the last day of school. See the Oxford Public Schools calendar for holidays, vacations, and early dismissal days.

After School Program - Oxford Middle School

Monday-Friday, After School - 6:00pm

\$200/month per child

\$120/month per child for each sibling

All monthly payments are due by the 20th of the month for the upcoming month

The Oxford Program will run on **regularly scheduled** early dismissal days.

If the Oxford Public Schools calendar aligns with the Shelton and/or Ansonia Public Schools calendars, Oxford members may attend either the Raymond P. Lavietes or the Joel E. Smilow Units for holidays and school vacations, for the following fees:

Snow Days

10 am – 6 pm (subject to change)

Free to Club members

Holidays

8 am – 6 pm

\$20 for Club members



Vacation Week

8 am - 6 pm

\$75/week for Club members

Snow Days/Inclement Weather

Members of the Oxford Middle School program may attend either the Shelton or Ansonia Clubhouses on snow days *if* the Shelton or Ansonia club is also open for a snow day. The Club usually opens by 10 am if there is no school due to snow or other inclement weather. This depends on how bad the weather is. Check our website (www.BGC-LNV.org), our Facebook page (www.facebook.com/BGCLNV) or sign up for email newsletters. See Emergency Notifications on page 5 for important information.

Early Dismissal Policy

The safety of the children is our primary concern. If there is an **unscheduled** early dismissal for any reason (weather, water main break, etc.) the program will be closed.

Emergency Notifications

Mass communications about our Clubhouse hours will be sent to parents through our e-mail newsletter: snow day hours, unscheduled early dismissals, holidays, and anything else that changes our normal hours. To sign up for our newsletter, email Oxford@BGC-LNV.org with “emergency notifications” in the subject line. Please allow two business days to be added to our list. We will also post information on our Facebook page. To receive Facebook updates, like our page at www.Facebook.com/BGCLNV.

Payment Policies

As a non-profit organization, we are dependent on prompt payments from all our Club families. Payment for all monthly programs is due by the 20th of each month to avoid a \$30 late fee. Nonpayment will result in suspension from the program. **Monthly programs are not prorated.**



Insufficient Funds

A fee of \$25 will be charged for each check that is returned by the bank. If more than one check is returned within a calendar year, you will be required to pay with cash or money order for the next 12 months.

Past-Due Balances

The Boys & Girls Club of the Lower Naugatuck Valley cannot carry past-due accounts. All current account balances must be cleared prior to registration for each new year and/or Summer Camp. Families are encouraged to make an appointment with the Program Site Coordinator to address financial issues in a confidential atmosphere.

Year-End Tax Statements

Year-end tax statements may be requested beginning in January. Please allow two business days from the date your request is received and it will be emailed to the address that you provide. With potentially hundreds of parents requesting year-end tax statements, your patience is appreciated.

Absences

Our expenses are based upon the number of children enrolled. The absence of your child does not reduce the expenses of the daily program. We are unable to allow deductions, credits, refunds, or make-up days. You do not need to call if your child will not be attending on a certain day, nor will you get a phone call from the Club inquiring about your child's absence.

Late Pickup Policy

Once your child's program ends, our staff leave the building; we do not keep staff on the premises after a program ends to supervise members. We rely on parents to pick their children up promptly. Should parents be late for any reason, the following policy will be in effect:

1st Incident: Friendly reminder of our program hours

2nd Incident: Late fee of \$20 per 15 minutes will be charged

3rd Incident: Your child will not be able to attend the program for the following 5 days

4th Incident: Your child's membership will be terminated without refund



If a child has not been picked up within 15 minutes of our closing time, our staff will call the child's parents at all contact numbers listed in the child's registration. If they cannot be reached, staff will call the emergency and alternate contacts. When all avenues of reaching parents have been tried, emergency contacts have been called, and more than 1 hour passes, we have no other choice but to turn custody of the child over to the Oxford Police Department. Two staff members at least 18 years of age or older will remain with the child at all times.

REGISTRATION

Registration is all online at www.BGC-LNV.org, and you may register any time throughout the school year. It is the parent's responsibility to ensure ALL required documents and payments are received by the Boys & Girls Club prior to their child attending our program, or your child will not be allowed to attend.

Required for Registration

- Completed online Membership Application
- Full online payment for first month's tuition or yearly fee
- Three business days to process your child's Membership Application
- For any child requiring epi-pens or inhalers, completed Authorization for the Administration of Medicine Form. Children requiring these medicines may not attend without this correctly completed form.

DAILY PROGRAMS

Boys & Girls Club programs enable kids to reach their full potential as productive, caring, and responsible citizens. We achieve measurable and sustained impact by focusing on academic success, healthy lifestyles, good character and citizenship, and workforce development. The following is our proposed program plan for the Oxford Public Schools afterschool program.



Academic Success

Our education programs complement and reinforce what youth learn in school, enabling youth to be effective, engaged learners who are on track to graduate ready for a post-secondary education.

Powerhour helps Club members achieve academic success by providing homework help and high-yield learning activities and encouraging members to become self-directed learners.



Our **Workforce Development** program provides young members with support in developing a plan for the future while building the skills and knowledge needed to make their plan a reality.



We teach young people about judgement, creativity, decision making, communication, and collaboration—all highly sought-after competencies by today’s employers. Our goal is to provide youth with the knowledge, skills, and learning experiences they need to succeed in life and work:

- Healthy Relationships/Empathy
- Hygiene/Self-Respect/Image
- Community Service/Outreach
- Substance avoidance

Healthy Lifestyles

Our health and wellness programs provide opportunities for kids and teens to enhance relationships with themselves and others, regulate emotions, solve problems, and participate in activities that promote healthy development.

Triple Play, Boys & Girls Clubs of America’s comprehensive health and wellness initiative, strives to improve the overall health of members by increasing their daily physical activity, teaching





them good nutrition, and helping them develop healthy relationships.

Good Character & Citizenship

Our character and citizenship programs build leadership with self, others, and the community, inspiring members and giving them the confidence to make meaningful changes in their communities.

Passport to Manhood represents a targeted effort to engage young boys in discussions and activities that reinforce character, leadership, and positive behavior. Each participant receives a “passport” to underscore the notion that he is on a personal journey of maturation and growth. Each of the program’s 14 sessions uses interactive activities to focus on a specific aspect of character and manhood. It also includes a service project where boys learn the importance of giving back to the community.



SMART Girls is a small-group health, fitness, prevention/education and self-esteem enhancement program designed to meet the developmental needs of girls in three age groups. Through dynamic sessions, highly participatory activities, field trips and mentoring opportunities with adult women, 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.



Torch Clubs are chartered small-group leadership and service clubs for boys and girls ages 10-13. 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. Torch Club members learn to elect officers and work together to implement activities in four areas: service to Club and community, education, health and fitness, and social





recreation. Each year, Torch Club members from all over the country take part in a service-learning experience through the National Torch Club Project.

RULES & POLICIES

Entering and Leaving the Program

- Members must sign in daily
- Parents must come into the program to pick members up
- Members who leave the program without permission will be suspended from the Club. The Club is not responsible for children who leave the building without permission.

Behavior Management

The Boys & Girls Club of the Lower Naugatuck Valley seeks to build a child's self-esteem by helping him or her develop self-control and responsibility for his or her actions. We never use physical or corporal punishment. To minimize the need for disciplinary action, a few simple rules are established at our program. These rules set limits of behavior for the safety and protection of the children. We train our staff and volunteers to be firmly supportive and consistent in their approach. Our goal is to help each child achieve self-control.

We ask you to support us in encouraging positive behavior with all the children at our program and to use appropriate language and attitude while visiting our program.

Program Rules

- No leaving the program without permission
- Respect is a must...no profanity, fighting, or rudeness
- No running, roughness, or horseplay
- If you break something, you will be asked to pay for it
- No sitting on tables
- No hats
- No smoking, chewing gum, or gambling
- No food outside of the cafeteria



- Members must stay with their group
- No hanging around school property once you leave the program

Termination Policy

If the following situations should arise, we may ask that your child be withdrawn from our program:

- Verbal or physical abuse by your child to other children or staff
- Use or possession of alcohol, drugs, or any other illegal substance
- Possession of a weapon or any item which could cause bodily harm
- Defacing or destroying property. Members will be asked to pay for anything they break and will be suspended until payment is made.
- Disrespect or refusing to listen to staff
- Running/leaving the program
- Not following transportation safety guidelines that could cause physical harm to himself/herself or other others

Discipline Process

- Verbal warning
- Time-out, written discipline notice
- Meeting with parent, written discipline notice
- Suspension without refund
- Expulsion without refund

If your child is suspended or expelled from the program, it is expected that they will be picked up immediately.

Visitors

In order to provide a safe environment for all members, all parents and visitors must check in with program staff. All visitors must have permission to enter the program area, and acceptable attire and behavior are required. Any person not following the rules will be asked to control their behavior and/or asked to leave the building. If police are called to escort people from the building, that person(s) will not be allowed back into the building.



Gym

- Members must wear sneakers to participate in gym programs
- No food or drinks other than water allowed in the gym

Groups

Members must stay within their group area. Failure to do so will result in program suspension.

Personal Belongings

The Boys & Girls Club of the Lower Naugatuck Valley is not responsible for lost or stolen personal items, including, but not limited to: cell phones, iPads, tablets, lap tops, readers, headphones (which are not permitted to be worn or used at the program), money, and clothing. To avoid items being lost or stolen, members are encouraged to leave all personal items at home.

Lost & Found

Mark every article of clothing, your child's backpack, lunch box, and all belongings with your child's first and last names. We have a lost and found area where items are stored for up to two weeks. Due to limited space, if items are not claimed, we will donate the unclaimed items to a community agency. Please check with your child before you leave to ensure he or she has all of their belongings.

Smoke-Free Environment

Our program is a smoke-free zone, and we maintain a smoke-free environment. We ask that you do not smoke at our program or in the parking lot, or in the view of the children as you drop off or pick up your children.

Illness & Emergency Procedures

If your child is not well enough to attend school due to an illness or contagious symptom (including head lice), they may not attend the program. If a member becomes ill, staff will contact the parent, and it is expected that the member be picked up within 30 minutes after the call. We will not keep seriously ill children or children who have



temperatures of 100° or more at the program. If a child is sent home due to vomiting or having a fever of 100 or more, they cannot return until they are fever free or have stopped vomiting for 24 hours. In case of accident, the parent will be contacted right away to determine the status of medical attention required and the best manner to provide adequate and proper aid. Emergency situations will be taken to the hospital immediately.

COVID-19

We follow all local, state and federal guidelines pertaining to COVID-19. Guidance is given by Naugatuck Valley Health District on a case-by-case basis. If a member or staff becomes sick with COVID-19 or is suspected to be sick with COVID-19, parents must contact Baron Jones, Unit Director to make him aware of the situation and receive information regarding your child's return to the program. Mask wearing for Club members and staff is recommended and welcomed, but not required. Protocols for intensified cleaning and disinfecting will be implemented.

Head Lice Policy

The Boys & Girls Club of the Lower Naugatuck Valley has a no-nit policy. Any child with lice will be sent home and not allowed to return until a medicinal shampoo procedure is completed and their head is free of all nits. Children will be rechecked by a first aid certified staff and will be sent home if any nits are found. We will hold random checks, performed by first aid certified staff, throughout the year to ensure a nit-free environment for the health and safety of all Club members.

Medicine

If your child requires an epi-pen or inhaler, a completed Authorization for the Administration of Medicine form must be submitted with the medication. Children requiring these medicines may not attend without one of these properly completed forms. The Boys & Girls Club does not accept or administer any other medications. We will, however, make reasonable accommodations for a parent or guardian to come administer any other needed medications. We must know of any medications your child takes, even at home, in case of emergency. **Please note that we are not a peanut-free facility.**



Discrimination Policy on the Basis of Disability

Boys and Girls Club of the Lower Naugatuck Valley (hereafter “BGCLNV”) is committed to making its programs and activities available on a nondiscriminatory basis as required by the Americans with Disabilities Act (ADA).

BGCLNV will not discriminate against any individual on the basis of disability with regard to the full and equal enjoyment of its goods, services, privileges, advantages and accommodations. BGCLNV will make reasonable accommodations to its programs for children with disabilities, both new applicants and those already enrolled, to permit them to participate in its programs in the most integrated setting possible, unless BGCLNV can demonstrate that making the accommodations would fundamentally alter the nature of its goods and services.

Individualized Assessment and Reasonable Modification

When informed that a child with a disability has applied to participate in one of the BGCLNV programs, BGCLNV will promptly schedule an initial meeting with the child’s parent or guardian, and follow-up meetings as needed, to discuss what accommodations (if any) are needed to ensure a safe environment for the child and others. BGCLNV will also provide a written copy of this Policy upon request.

When a request for accommodation is made, BGCLNV will individually assess the needs of the child on whose behalf the request is made and will address each request for accommodation on a case-by-case basis. BGCLNV will work with families to provide reasonable accommodations in accordance with this Policy and applicable laws and may, to that end, request certain documentation concerning the child’s needs. Absent extenuating circumstances, BGCLNV will provide the parent/ guardian with a decision on the request for reasonable accommodation within twenty (20) business days of the initial meeting between BGCLNV and the child’s parent or guardian.

If an agreement cannot be reached for BGCLNV to provide reasonable accommodations, BGCLNV will notify the parent/ guardian, in writing,



of the accommodations BGCLNV will provide (if any) and which accommodations it will not provide. Pursuant to the ADA, BGCLNV may choose not to provide accommodation if that accommodation would fundamentally alter the nature of its service, program, or activity.

Point of Contact

If you have any questions about this Policy, please contact Shaye Roscoe, Chief Executive Officer at the Boys and Girls Club of The Lower Naugatuck Valley; 203-924-7462 (ext. 102) or ShayeRoscoe@BGC-LNV.org

BOARD OF DIRECTORS

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Michael Healey*	Joseph A. Pagliaro, Jr.*	

Staff Roster

Oxford Program Site Coordinator • (475) 269-9402 (school year only)
Shaye A. Roscoe, Chief Executive Officer • (203) 924-7462
James Queen, Vice President of Operations • (203) 924-7462
Baron Jones, Joel E. Smilow Unit Area Director • (203) 735-1200