



BOYS & GIRLS CLUB
OF THE LOWER NAUGATUCK VALLEY
RAYMOND P. LAVIETES CLUBHOUSE

2022-2023

Parent Handbook
School Year Program

Raymond P. Lavietes Clubhouse
ESS School Site
Mohegan School Site
Booth Hill School Site

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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 Clubhouse is a safe and affordable place 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 for Shelton and ends on Shelton's last day of school. See the Shelton Public Schools calendar for holidays, vacations, and early dismissal days.

Before School Programs

ESS School Site(this program is held **at ESS**)

Monday-Friday, 7-9 am

\$140/month

See After School for Combo Rate

Booth Hill School Site (this program is held **at Booth Hill**)

Monday-Friday, 7-9 am

\$140/month

See After School for Combo Rate

Mohegan School Site (this program is held **at Mohegan**)

Monday-Friday, 7-9 am

\$140/month

See After School for Combo Rate

Perry Hill/Long Hill/Sunnyside (this program is held **at Clubhouse**)

Monday-Friday, 7-9 am

\$140/month

See After School for Long Hill/Sunnyside K-2nd Grade Combo Rate

After School Programs

K-2nd Grade

Monday-Friday, 2-6:30pm

\$170/month

\$240/month for Long Hill/Sunnyside K-2nd Grade members attending both morning and afternoon

3rd & 4th Grade

Monday-Friday 2-7:00 pm

\$350/year

5th-8th Grade

Monday-Friday 2-7:00 pm

\$350/year

9th-12th Grade

Monday-Friday, 2-7:00 pm

\$50/year

ESS School Site (this program is held **at ESS**)

Monday-Friday, 3:30-6 pm

\$170/month

\$240/month Combo Rate

Booth Hill School Site (this program is held **at Booth Hill**)

Monday-Friday, 3:30-6 pm

\$175/month (\$145 for siblings)

\$240/month Combo Rate

Mohegan School Site (this program is held **at Mohegan**)

Monday-Friday, 3:30-6 pm

\$170/month

\$240/month Combo Rate

Snow Days

10 am – 6 pm (subject to change)

Free to Club members

Holidays

8 am – 6 pm

CLOSED on MLK Jr. Day for Professional Development

\$20 for Club members

Vacation Week

8 am - 6 pm

\$75/week for Club members

Snow Days/Inclement Weather

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. Sign up for our Weather Alert emails which will notify you of any change in Clubhouse hours. You can also 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 6 for important information.

Delayed Opening Policy

Since we operate on the Shelton Public Schools schedule, if Shelton has a delay, our before school programs will be the same as that of the school. Meaning, for a 2-hour delayed opening, our building will open two hours later than normal (instead of 7am, we will open at 9am).

Early Dismissal Policy

The safety of the children is our primary concern. If there is an early dismissal due to inclement weather, Shelton school buses will still transport. **Parents must** provide transportation for their children when their child's school is dismissed early due to inclement weather (or any other unplanned early dismissal), and **parents must** notify the school of those transportation arrangements. All children will be expected to go home after school if their school has an unscheduled early dismissal, not related to weather (sometimes one school will close because of a unique situation i.e., water main break or COVID-19). We will pick children up on regularly scheduled half days.

Emergency Notifications

Mass communications about our Clubhouse hours will be sent to parents through our e-mail newsletter: snow day hours, delayed openings, unscheduled early dismissals, holidays, and anything else that changes our normal hours. To sign up for our newsletter, email LavietesClubhouse@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 or transportation service. **Monthly programs are not prorated.**

Bounced Checks

A fee of \$25 will be charged for each check written to the Club 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 Unit Director 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 to print your statement. Statements will be left at the Membership Desk when they are ready; no exceptions. With potentially hundreds of parents requesting year-end tax statements, your patience is appreciated.

Absences

Our Club 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 the Clubhouse 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

Our program hours are staggered for different age groups, and we staff each age group appropriately. 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 Shelton 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. Beginning in August, 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.

If you need Transportation service...

- Complete your child's online Membership Application
- When completing registration, be sure to choose your child's

School, Grade Group AND Transportation Needs.

- If your child will stop using our transportation (temporarily or for the year), you must contact Jennifer DeLeon, Unit Director, and the school to make them and us aware.
- See Transportation Rules on pages 6-7 for complete list of expectations and rules. See page 4 for our Early Dismissal, and Emergency Notification policies.

Transportation Program Expectations

- Parents must write a letter to their child's school stating their child has permission to be transported to the Boys & Girls Club for the school year.
- Transportation is provided to school from the Club in the morning and from school to the Boys & Girls Club at One Positive Place in Shelton. Transportation is not provided home from the Club.
- If your child will not need to be picked up, you must call the Club at 203-924-9329 and make your child's school aware first.

Transportation Rules

- Members must be seated on the bus at all times. Failure to do so will result in suspension.
- Eating and drinking are not allowed at any time.
- Use of cell phones is not allowed.
- If a member breaks or damages anything in or on the bus or any part of the bus by negligence or misbehavior, parents will be responsible for payment of all damages.
- Fighting, vandalism, horseplay, foul language, name calling, and mistreatment of other members or the driver are not allowed. Members must notify the driver of conflicts so they can receive assistance in handling their problems.
- Hands must be kept inside the bus at all times. Any object thrown out of the window by a member will result in a suspension without refund, and if the driver is ticketed, the fees will be assessed to the parents. This offense violates state laws (no littering).
- Bus Conduct Reports will be issued to members for misconduct. If your child should receive a notice, which requires your signature of acknowledgement, parents are expected to discuss the issue with the child.
- Any member suspended or expelled from the bus will not be given a

refund.

SATELLITE PROGRAMS

Elizabeth Shelton/Booth Hill/Mohegan School Sites

The Boys & Girls Club of the Lower Naugatuck Valley operates before and after school programs at **Elizabeth Shelton School, Booth Hill School and Mohegan School**. The program at Elizabeth Shelton is open to students from Elizabeth Shelton School (ESS), the program at Booth Hill is open to students from Booth Hill, and the program at Mohegan is open to students from Mohegan in grades K-4. In the morning, parents drop their children off at their perspective school site. **Parents must come to the door of the building to drop children off.** Parents pick their children up at their perspective school at the end of the program day (by 6 pm). **Parents must come to the door of the building to pick children up.**

The program runs from 7:00-9:00 in the morning, and 3:30-6:00 in the afternoon. We will be open for delayed openings (our delay will match the school's) and on regularly scheduled half days, but closed when the school building is closed (school vacations, snow days, unscheduled early dismissals or COVID-19). Staffed by adult employees of the Boys & Girls Club of the Lower Naugatuck Valley, our school site programs offer homework assistance, sports, gym games, special events, and fun activities.

PROGRAMS AT THE RAYMOND P. LAVIETES CLUBHOUSE

Perry Hill/Long Hill/Sunnyside Before School Program

This before-school program is open to Perry Hill, Long Hill, and Sunnyside school students. The program runs from 7:00 am to the start of the school day. Shelton school buses will transport students to Long Hill, Sunnyside and Perry Hill schools in time for the start of the school day. This program will open on a delayed opening schedule; see our Delayed Opening policy on page 4 for important details and hours of operation. Discounts are available for any Kindergartener-2nd graders who will also attend our after school program; see our Hours & Costs on page 3.

Kindergarten -2nd Graders can take advantage of homework assistance,

crafts, sports, and special events from 2:00 to 6:30 pm Monday through Friday. Children must be picked up directly from their caregiver at the end of the day—children will not be released to older siblings. Make sure your child has sneakers for gym time, which will be provided each day. Snack time is 4 pm; you must send your child with a snack. Please note: we cannot heat up any snacks. Please be aware membership for this grade group can potentially be capped.

3rd-8th Graders can take advantage of group activities, sports, recreation, homework assistance, education programs, games room, computers, the arts, special events, and crafts from 2:00 to 7:00pm Monday through Friday. Members of this grade group rotate throughout the building with their grade group. Access is available to our games room (board games, billiards, foosball, table tennis), computer room, arts and crafts, crocheting, drug and alcohol prevention, special events, Torch Club, and educational programs such as STEM Mentoring.

9th – 12th Graders can take advantage of the games room, gym, sports, arts, computers, homework assistance, and crafts from 2:00 to 7:00pm Monday through Friday. Our teens have their own games room and lounge, complete with Internet-enabled computers and printers for homework and social use, televisions, and video games. Teens may participate in programming pertaining to academic success, healthy lifestyles and character and citizenship, including Keystone Club and special events.

DAILY PROGRAMS

Computer Room. Open daily. Access to the Internet is available and monitored, but members must have staff permission to be on the Internet. Any inappropriate use of the Internet will result in Club discipline.

Games Room. Pool, ping pong, foosball, air hockey, bumper pool, board games, and card games.

Gym Activities. Includes Triple Play, Athlete of the Year, Sports Skills, group games.

Homework Assistance. The Friends of Jimmy Miller Inc. Power Hour

Program is a comprehensive homework help and tutoring program designed to raise the academic proficiency of Club members ages 6 to 12.

WEEKLY PROGRAMS

Crocheting. Learn to crochet and make projects during the school year.

Immersion Science Program. A fun and powerful science education program for kids in grades 5-8, founded by famed oceanographer and explorer Dr. Robert Ballard. The program is so successful because of its joint emphasis on scientific knowledge coupled with the fun and excitement of exploration.

Keystone Club. Small group leadership development club for young people ages 14 to 18. Keystone members elect officials, choose their own activities, and plan and implement community service projects. Our Club holds a national charter, which entitles the members to participate in regional and national Keystone conferences.

Music. Learn how to play guitar, drums, or keyboard. Registration required. There is an additional cost for this program.

SMART Moves. The SMART Moves (Skill Mastery and Resistance Training) prevention/education program addresses problems such as drug and alcohol use. More than simply emphasizing a “Say No” message, the program teaches young people ages 6 to 15 how to say no by involving them in discussion and role-playing, practicing resistance and refusal skills, developing assertiveness, strengthening decision-making skills, and analyzing media and peer influence.

STEM Mentoring. Sea Research Foundation’s group mentoring program for youth ages 6-10. STEM Mentoring brings together youth and mentors for fun, hands-on activities about science, technology, engineering, and math (STEM), with a particular focus on conservation.

Torch Club. A group club leadership development program, targeted to youth ages 11 to 13. Members elect officers and implement their own activities and community service projects. Our Torch Club holds an official charter from Boys & Girls Clubs of America.

SPORTS

Gym Games. Includes dodge ball, capture the flag, relay races, spot shot.

Indoor Soccer. Geared to ages 4 years through high school, our Indoor Soccer league focuses on the development of soccer skills and fundamentals. Games are held weekly. Registration required. There is an additional cost for this league.

Kidsafe Karate. KidSafe is self-defense karate and safety awareness for boys and girls ages 5 to 15. Classes are held three times a school year, in the fall, winter, and spring. A black belt instructor teaches each class. Students are placed into classes according to age and ability. Weekly safety flyers focus on a wide range of topics, including stranger safety, fire safety, and more. Registration required. There is an additional cost for Karate.

Spring & Fall Basketball Leagues. These leagues develop players' basketball skills, sportsmanship, and gamesmanship through game play. Girls and Boys 3rd grade to High School. Registration required. There is an additional cost for each of these leagues.

Triple Play. A comprehensive health and wellness program that strives to improve the overall health of Club members by increasing their daily physical activity, teaching them good nutrition, and helping them develop healthy relationships.

CLUB RULES & POLICIES

Membership Cards

Each member is issued a membership card upon joining. They are expected to bring this card with them and to scan it electronically each time they enter or leave the facility. Members who do not bring their card face extended waiting periods and reduced access to equipment. Having to maintain their cards helps teach kids responsibility, which is sure to benefit them later in life. Replacement cards may be purchased for \$2 each.

Entering and Leaving the Club

- Members must sign in by scanning their membership card at the

Membership Desk daily

- Parents must come to the front door/foyer to pick members up
- Members who leave the Club without permission will be suspended from the Club. The Club is not responsible for children who leave the building without permission.
- Parents, do NOT park in front of the building; it is a fire lane, and it blocks the school buses from dropping off children, and you risk having your car towed and are subject to fines.

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 Club. 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 Club and to use appropriate language and attitude while visiting our Club.

Club Rules

- No leaving the Club 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 food court
- Members must stay with their group
- No hanging around Club property

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 the Club's 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 Club
- 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 Club, it is expected that they will be picked up from the Club immediately.

Visitors

***We will not be accepting visitors/volunteers at this time.**

In order to provide a safe environment for all members, all parents and visitors must check in at the Membership Desk. Parents are to remain at the Membership Desk while Club staff locates your child. All visitors must have permission to enter the Club, and acceptable attire and behavior are required to be permitted access to the Club and our activities. Any person not following the rules of the Club 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 & Auxiliary Gym

- Members must wear sneakers to participate in gym programs
- All spectators must sit in the bleachers
- Only coaches, staff, and participants are allowed courtside
- Lockers are available. Please bring your own lock. Locks must be removed daily.
- No food or drinks other than water allowed in the gym or bleachers.

Groups

Members must stay within their group area. Failure to do so will result in Club 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, iPods, iPads, tablets, lap tops, readers, headphones (which are not permitted to be worn or used at the Club), money, and clothing. To avoid items being lost or stolen, members are encouraged to leave all personal items at home. Lockers are available; just bring your own lock. Locks must be removed nightly. Book bags and coats should be put in the games room cubbies.

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 the Club to ensure he or she has all of their belongings.

Smoke-Free Environment

Our Club is a smoke-free zone, and we maintain a smoke-free environment. We ask that you do not smoke at our Club, in our 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 Club. 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. The Club will not keep seriously ill children or children who have temperatures of 100° or more at the Club. 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 Jennifer DeLeon, Unit Director to make her 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.**

Toilet Training

The Boys & Girls Club of the Lower Naugatuck Valley does not accept children into membership who are not toilet trained. It is the same policy that governs acceptance into the public schools, which is designed not only to prevent "accidents and distractions" during the course of the school day, but to ensure the well-being, health, and self-esteem of the child. However, from time to time, accidents may happen. In the event of

an accident, you can expect these procedures to be followed:

- Club staff will clean your child as well as possible and will provide clean clothes for the child to wear while waiting for their parent to arrive.
- Parents will be notified immediately through the contact numbers provided on the child's registration. Children will be kept in the Director's office until the parent arrives.
- Parents are expected to respond as quickly as possible and to bring clean, dry clothing for their child. If we provided clothing, parents are to launder it and return it the next day.
- Huggies®, Pampers®, or any other type of diaper or "pull up" are not acceptable undergarments and will be taken as a sign that a child is not toilet trained.

Any child who has more than two toilet accidents during a program season will be considered not toilet trained and will not be allowed to participate in Club activities for the remainder of that program season. A pro-rated reimbursement for membership or program fees will be issued, as determined by the Club.

**WE LOOK FORWARD TO A WONDERFUL SCHOOL
YEAR WITH YOU AND YOUR FAMILY!**

BOARD OF DIRECTORS

Frederick W. Serra*, *Chairman of the Board*

John Schaible, *President*

Christopher Douglas, *1st Vice President*

Rich Carroll, *2nd Vice President*

William M. Miller Jr.*, *Treasurer*

Susan DeLeon*, *Secretary*

Tom Baklik

LaRae Benjamin

Karen Bentlage

Patrick M. Carey *

Brendan Carey

Keenan Carey

David Condon

Martin Coughlin

Michael DeLeon

Michael Duncan

Michael Healey*

James Lane

Rob Lesko

Nicholas Luise

Vincent Luzietti, Jr.

Sabrina Maldonado

Bernard McGorty

Michael McKeon

Kurt Miller

Kenneth Nappi

Katie Nappi-Miller

Joseph Pagliaro Jr.*

Albert Paolozzi

Jeremy Radtke

John Santa

Carlo Sarmiento

Lisa Serra

Diane Stroman

Dominick Thomas*

Jimmy Tickey

Linda Welch

Staff Roster

Shaye A. Roscoe

James Queen

Jennifer DeLeon, MSW

Marie Ambrosini

Ann Marie Wheeler

Laura Abbott

Executive Director

Director of Operations

Unit Director

Finance & HR Administrator

Director of Marketing and Comm.

Administrative Assistant

Ext. 102

Ext. 101

Ext. 118

Ext. 103

Ext. 131

Ext. 100