



# **BOYS & GIRLS CLUB OF CORVALLIS**

## **CLUB PLUS PARENT HANDBOOK**

### **OFFICE INFORMATION**

1112 NW Circle Blvd.

Office hours: 9:00 a.m. - 5:30 p.m.

541-757-1909

[www.bgccorvallis.org](http://www.bgccorvallis.org)

### **PHONE CONTACT**



Clay Higgins, Center Director, 541-757-1909 Ext 213

Branden Todd, Club Plus Director, 541-757-1909 Ext 208

*Direct all Club Plus questions and concerns to Club Plus Director.*

Amanda Garcia, Ass't Club Plus Director, 541-757-1909 Ext 231

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## WELCOME TO CLUB PLUS... A PLACE WHERE YOUR KINDERGARTENER:

- Has a safe environment to explore, create, make friends, and have FUN!
- Participates in programs are designed to promote social, emotional, physical, & intellectual growth.
- Is encouraged to cooperate and express creative & independent thinking.

### TYPICAL DAY'S SCHEDULE

TIME	ACTIVITY	DESCRIPTION OF ACTIVITY
2:45 – 3:00	Check-In	Kids arrive to program room and put their backpacks into their cubbies
3:00 – 3:40	Kids Choice	Kids can choose between lego's, coloring activities, or staff laid out activities at their table, or activities set out on the carpet area. Towards the end, kids clean up and wash their hands for supper
3:45 – 4:15	Supper	Children eat meals delivered to the room by staff.
4:15 – 4:45	Recess	Depending on the weather, kids will get to play outside in our playground area, or inside in our gym. Staff will lead activities.
4:45 – 5:15	Activity Unit #1	Children participate in a staff directed activity that is a fun element of what they are learning in their Kindergarten classes.
5:15 – 5:45	Activity Unit #2	See Activity Unit #1 Description Above.
5:45	Clean-up	Children put activity items away, wash hands and get ready to be picked up.
6:00	Program ends	

## CHECK-IN PROCEDURES

Buses from each elementary school drop off at the Boys & Girls Club and each child is met by a Club Plus staff member. Each child is checked against our daily attendance roster (if a child is not present and we have not been notified by the parent that they won't be attending, we will immediately call the contact numbers on the registration sheet). The staff member escorts the children to the Club Plus room, which is located in our main Clubhouse. As stated in the Rules & Regulations of the Child Care Division all children must be checked into the program and this is accomplished through our daily roster.

## CHECK OUT PROCEDURES

- ✓ You will enter our main Clubhouse front area and share the name of your child to be picked up to the front area staff.
- ✓ You will then sign into our visitors register.
- ✓ You will then be directed to our Club Plus room.
- ✓ The staff will assist you in locating your child's name on the sign-in/sign-out forms.
- ✓ Check your child out of the program by signing the sign-out sheet with your full signature. **ALL CHILDREN MUST BE SIGNED OUT BY PARENT OR GUARDIAN.**
- ✓ Pick up your child and gather all their belongings.
- ✓ Depart the Club Plus room and leave through the front lobby area.

***PLEASE BRING PICTURE IDENTIFICATION WITH YOU WHEN PICKING UP YOUR CHILD, AS THE STAFF MEMBER MAY NOT RECOGNIZE YOU.***

## RELEASE OF CHILDREN

Children will be released **ONLY** to those persons listed on the authorized pick-up list on the roster form.

## LATE PICK-UP POLICY

**IF YOU'RE LATE, YOUR CHILD IS WORRIED AND SO ARE WE!** If a child is left at the program following the closing at 6:00 p.m., the Club Plus Director will wait until 6:10 p.m. and will then call both parents work and home phone numbers. If the parents(s) cannot be located, the Club Plus Director will call the two emergency numbers listed on the child's registration form. If we cannot locate someone to pick up the child, the Club Plus Director will call the Head Teacher to inform them that they have a late child and are preparing to call the Corvallis Police Department. The Club Plus Director will then call the Corvallis Police Department who will ensure the child's safety by keeping the child in their custody. Once the child has been picked up by the Corvallis Police and is in their custody, the child is no longer the responsibility of the Boys & Girls Club of Corvallis. The police will then contact the Child Care Division to make arrangements for the child.

## LATE PICK-UP FEE

The Program closes at 6:00 p.m. Parents whose children remain past 6:00 p.m. must pay the overtime fees as follows: Two dollars (\$2.00) per minute per child starting at 6:01pm.



## SUPPER

Boys & Girls Club is a U.S.D.A food program site. Supper is prepared by the Corvallis

School District and served around 3:45 in

the programming space to all Club Plus participants daily at no additional fee. Parents need to note on the registration form if their child has any food allergies or special dietary needs.

### **STRUCTURED ACTIVITIES**

Club Plus is designed to offer an educational and enrichment experiences through a variety of creative activities. Each day will allow for choices of activities with a range of quiet and active, small and large group times.

### **UNSTRUCTURED ACTIVITY DESCRIPTION**

Our program is always set up with a variety of materials available for children to allow them to play freely. Materials such as: board games, building toys, books, musical instruments, soft quiet areas, puzzles, outdoor play, writing and art materials.

### **MOVIES**

On occasion, movies will be shown at the Club Plus Program. All movies will be Rated G and will be optional and children will be offered an alternative activity.

### **TOYS AND VALUABLES**

The Club Plus program does not allow electronic toys from home. These are easy targets for theft. Club Plus cannot be responsible for lost, broken or stolen items. At the end of the day all unclaimed articles will be placed in lost and found and given to charity if not claimed.

### **INFORMATION CHANGES**

Please notify our Club office in writing if any of the following changes occur, so that we can update your child's records:

- ✓ Change in phone number, home address, work place, school, doctor, or emergency contact.

- ✓ Changes in individuals authorized to pick up the child.
- ✓ Change in your child's allergies or other health or immunization status.
- ✓ Change in participation hours.

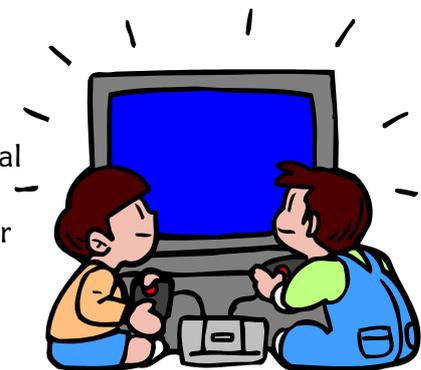
### **GUIDANCE AND DISCIPLINE**

The philosophy behind the Club's guidance and disciplinary policy is that each person is responsible for themselves. To foster this philosophy, the following methods are used: natural consequences, logical consequences, redirection, ignoring, the setting of limits, giving of choices and time out. Through these methods, the staff seeks to help children build life skills necessary to cope with an ever-changing world: responsibility, decision making, expression of feelings, socialization with others, resolutions of conflict, and acceptance of each other.

### **BEHAVIOR DIFFICULTIES**

A serious disciplinary problem is defined as one in which the Club Plus Director or Head teacher determines that a child is engaging in inappropriate behavior that includes, but is not limited to the following:

- ✓ Inflicting physical or emotional harm on self or others



- ✓ Destroying property
- ✓ Disrupting the program consistently
- ✓ Behavior that is serious enough to warrant three or more time-outs

If any of the above mentioned behaviors occur, the child will receive an incident report.

## INCIDENT REPORTS

Incident reports document the problems that have occurred. The document is read to the child and then signed by the Head Teacher, and parent. The incident report will be kept in the child's file.

**2nd Incident Report:** When a child receives a second incident report for disciplinary reasons, a conference with the Club Plus Director is scheduled. At this conference, the parent(s), child, and Club Plus Director will discuss how the problem can be remedied, including the possibility of suspension.

**3rd incident report:** The third incident report for a child (regarding disciplinary problems) results in a dismissal or suspension from the program for an amount of time to be judged by the Club Plus Director.

*EVERY EFFORT IS MADE BY THE STAFF TO SEE THAT EACH CHILD IS SUCCESSFUL IN THE PROGRAM. ANY STEPS MAY BE SKIPPED OR REPEATED AT THE DISCRETION OF THE CLUB PLUS DIRECTOR.*

## PRESCRIPTION MEDICATIONS

When children attending the Club Plus program require prescription medications, written instructions and signature of parent or guardian must be on file. An "Instructions for Medication" form must be completed for each medication given. All prescription medication must be stored in their original prescription containers. The label qualifies as authorization to give the medication. Staff members will keep all medication in a specific locked container with the first aid supplies. Medications will not be administered if the expiration date has passed.

All prescription medication must be clearly marked with the following:

- ✓ Child's name

- ✓ Physician's name for prescription medications
- ✓ Name and strength of medication
- ✓ Directions, time and method of administration

## OVER THE COUNTER MEDICATIONS

If your child will be taking any form of over the counter medication such as Tylenol, aspirin, cough drops, eye drops or sunscreen, you must complete the medical permission form. State Licensing requires that staff keep all prescription and over the counter medication in a locked box and administer it according to the Medical Permission Form.

## ILLNESS

If your child has a known medical condition (asthma, diabetes, seizure disorders, etc.) please be sure the Club



Plus Director knows what to do if a problem should occur during program hours. Please make sure that medication is available and that the appropriate forms for its use have been

completed.

In the event of an illness, families must have alternative plans for child care. Children not well enough to follow the day's routine (including



outside play), must not attend our facility. This includes children with the following: contagious diseases, fever over 100 F, vomiting or diarrhea, unusual rashes, lice, scabies, sore throat, pink eye.

If, while at our facility, a child displays symptoms of illness or fever, the child will be isolated and kept comfortable while

the family is notified. If removal from the center is warranted, the family will be contacted and asked to come promptly for the child. If the family cannot be reached, emergency contacts will be called. Children **must** be picked up within one hour of notification. **PLEASE NOTE:** We do not refund in the case of illness (See Refund Policy).



### **FIRST AID**

Children occasionally need the attention of basic first aid for minor accidents or illness. The Club Plus staff have taken

basic first aid and CPR and will treat your child if the need arises. Please note on your child's registration form if there are any medications your child is allergic to or any other special concerns.

### **EMERGENCY PROCEDURES**

In case of a serious illness or injury, the Club Plus program will take the following procedure:

- ✓ Administer immediate First Aid/CPR
- ✓ Contact 911
- ✓ Contact the parent(s) or guardian.
- ✓ If you cannot be reached, persons listed on the emergency form will be contacted.
- ✓ An accident report will be completed by a staff member and a parent's signature will be requested. The accident report will then be kept in the child's file.
- ✓ Any injury requiring doctor's attention will be reported to the Child Care Division.

### **LEGAL OBLIGATION TO REPORT CHILD**

#### **ABUSE**

Oregon law mandates child-care workers who suspect child abuse to report it to the Child Care Division or local Law Enforcement Agency.

### **PROGRAM DATES/ HOURS OF OPERATION**

The Club Plus Program operates all school days from September through June, from after school until 6:00 pm. The program is closed on all non-school-days and holidays.

#### **PROGRAM FEES**

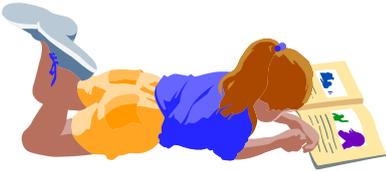
Full-day = Monday-Friday, after-school to 6:00 p.m. \$160 month

#### **FINANCIAL ASSISTANCE**

We believe that all children should have an opportunity to receive quality and consistent childcare. Partial scholarships are available to families who qualify for financial assistance. For those who feel they are eligible, please complete a Scholarship Request Form at the Boys & Girls Club Office. Please allow at least one week to process the request.

#### **REGISTRATION INFORMATION**

Programs are offered to Boys & Girls Club MEMBERS ONLY. To obtain membership, participants pay a \$10 annual fee (Sept. 1 – Aug. 31) in addition to the program participation fees. Children **MUST** be registered at the Boys & Girls Club (1112 NW Circle Blvd.) prior to attending Club Plus. We have a maximum capacity of children in our program, so it is critical that you register early.



### **ENROLLMENT FORMS**

The program expects the forms to be kept current. The parent must provide new information to the Club office regarding information on forms such as: emergency contacts, names, employers, phone numbers, and email addresses.

### **REFUND POLICY**

We do not refund, pro-rate or credit fees, for illness, absences, behavior suspensions or vacations. Children enrolled in our program are reserving space and staff and our budget is determined by a specific number of children.

### **COLLECTION OF INFORMATION/MONEY**

Club Plus staff **will not** accept payments or answer questions regarding billing. All registrations should be conducted online (<http://www.bgccorvallis.org/programs/club-plus/>) or at the Boys & Girls Club office between 9:00 a.m. – 5:30 p.m., M-F (1112 NW Circle Blvd.)

### **TERMINATION OF SERVICES**

The Club Plus program may request termination due to the following:

- ✓ Parent's failure to pay fees.
- ✓ Failure to submit required forms.
- ✓ Failure to observe the rules of the program regarding arrival and departure.
- ✓ Child's inability to function in a group childcare setting.
- ✓ Repeated, excessive, inappropriate behavior and/or language





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OF CORVALLIS**

## CHANGE OF INFORMATION FOR ENROLLMENT FORM (RETURN TO THE BOYS & GIRLS CLUB)

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

New Home Phone: \_\_\_\_\_

New Address: \_\_\_\_\_

Mother/Father New Work No. \_\_\_\_\_

Also Authorized to pick up my child:

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

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

Address \_\_\_\_\_

New email address: \_\_\_\_\_

Change in Medical Information:

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

Address: \_\_\_\_\_

Child's Dentist \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Hospital \_\_\_\_\_ Phone Number \_\_\_\_\_

I give the Boys & Girls Club permission to change or add the above information to my child's form. I understand that all the policies that I already agreed to and gave permission for will still apply with the addition of permission given for the above listed items.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_