

Boys & Girls Club
Northeastern Middle School Unit
Handbook

Purpose:

Northeastern Middle School has partnered with the Boys & Girls Club of Wayne County to design an after-school school program that meets the social, emotional, and academic needs of students. The purpose of this program is to assist working parents by providing their children with purposeful activities within a safe, structured, and nurturing environment. This program will be located at Northeastern Middle School and will be available to students in sixth through eighth grade. The program will be available when there is, and as long as there is, a sufficient interest by parents and as long as space is available. Each child participating in the Boys & Girls Club must be enrolled and attend regular classes at Northeastern Middle School.

Expectations:

- ✓ Students in grades 6, 7, and 8 are welcome to join the Boys & Girls Club after-school program.
- ✓ A minimum of 15 students will be required to launch the program. The maximum number of students is 30. Please contact Mrs. Bales or Mrs. Thomas to reserve your spot.
- ✓ Programming will operate out of the LGI Room and will include academic support, snack, team building activities, and other Boys & Girls Club programming.
- ✓ Students will be required to sign-in when they arrive. Parents will be expected to sign students out of the program daily in the LGI Room, which is located directly across from the NHS main office.
- ✓ The only people allowed to pick up a child are those whose names are indicated on the child's records. Proof of custody may be required.
- ✓ Students are required to pay an annual Boys & Girls Club membership fee of \$15. This membership will allow the student to attend any Boys & Girls Club in Wayne County including summer programming. Each student will be required to complete a membership application.
- ✓ Programming will begin in January 2018.

- ✓ Students may attend Monday through Friday from 3:15-6:00 p.m. for a weekly rate of \$35 for the first child. A discount of \$5 per week will be applied to each additional child.
- ✓ Families will be invoiced on a bi-weekly basis. Payments should be submitted regularly to Mrs. Thomas. Failure to do so may require student to be excluded.
- ✓ There is no financial assistance available for families.
- ✓ Membership fee and weekly rate must be paid to reserve your child's spot. First come, first served.
- ✓ Payment is due the Friday prior to attendance. Students will not be allowed to attend without payment.
- ✓ Students are discouraged from bringing large sums of money or valuable items to school, which might be stolen or damaged. All items must be clearly labeled. The program cannot be responsible for any item that is lost or broken.
- ✓ It is important to keep open, on-going communication with parents. Parents are encouraged to contact the Boys & Girls Club site coordinator if there are concerns about the program. Parents will be informed of events and programs pertaining to the program through letters and notices.

Health Guidelines:

The program will be sensitive to the physical and emotional well-being of each child on a regular daily basis. For each child's protection the following regulations will be required:

- If a child shows signs of illness or is injured while at the program, the parent will be contacted and the child should be picked up as soon as possible.
- It is the parent's responsibility to verify that their child's daily health is adequate for his participation. A child who is fatigued or shows signs of illness should be kept home for his own well-being as well as for the protection of others.
- If the child is exposed to a communicable condition, the school must be notified immediately. Children with indications of communicable conditions may be excluded from the program until a reliable determination can be made.
- Medication: In order for medications to be administered, the Education Code states that the school must receive (1) a written statement from a physician detailing the method, amount and time schedules by which such medication

is to be taken, (2) a written statement from the parent or guardian of the child indicating the desire that the school district assist the child in the matters set forth in the physician's statement, and (3) such medication must be delivered to the school in the original container as delivered by the pharmacy to the parent or child bearing the original pharmacy label.

DISCIPLINE:

The goal of this program is to provide a happy, healthy environment, which will encourage responsible, cooperative behavior. Through rational communication with children and sensitivity to their needs, feeling, and capabilities, we promote a positive system of child management based upon praise, two-way discussion, gentle reminders, and choices offered to children. When necessary, a child may be removed from the group for a "time out" period or redirected to another activity. In cases of extreme misbehavior, a conference will be arranged between the parent/guardian and the staff. If the situation is not satisfactorily resolved, a conference will be arranged between the staff, parent/guardian, and the building principal. The building principal has the option to suspend and/or drop the child from the program if it is deemed in the best interest of the program. Suspension from the program may occur before the parent/guardian conference at the principal's discretion. Reasonable behavior is required for participation in the program.

Expected Behavior of Students:

- ✓ It is a privilege to attend the Boys & Girls Club program and not a right. Children are to abide by all program and school rules, as well as laws of the applicable governments.
- ✓ All students are expected to show respect for staff and fellow students at all times.
- ✓ No fighting, name calling, pushing, shoving, stealing, or other unacceptable behavior will be allowed or tolerated.

Program Fees:

- ✓ A membership fee of \$15.00 per year to enroll in the Boys & Girls Club Program is required. This initial membership is paid once a year and is non-refundable.
- ✓ Careful records will be kept of the number of days a child spends in the program each week. A total will be figured and a statement sent home on Fridays with the balance due for the upcoming week and any past due balance. Payments are to be made by check (made payable to NMS), cash, or money order. All fees are to be paid to the NMS/NHS Treasurer and can be dropped off at the NMS/NHS main office. A \$15.00 (fifteen dollar) fee will be charged for any returned check. Parents are encouraged to pay fees in full on a weekly basis. Fees must be paid in full every two weeks.

Charges beyond this are considered delinquent and may result in your child not being able to use the program.

- ✓ Closing time is promptly at 6:00 p.m. A late fee of \$5.00 for every 15 minutes late will be charged. Failure to pick up your child promptly means the child may be dropped from the program.
- ✓ The after school program will operate between the hours of 3:15 p.m. and 6:00 p.m., Monday through Friday, provided school is in session, with the exception of Wednesday early dismissal in which the program will operate from 2:40 p.m. to 6:00 p.m. The childcare program will not be in operation when school is cancelled or there is an early dismissal to due to weather.
- ✓ Any child left after 6:30 p.m. will necessitate that appropriate measures be taken to insure the child's care and safety. At 6:15 p.m., if there has been no contact from either parent, a responsible party from the emergency list will be contacted to come to the school and get the child. At 6:30 p.m. if there is no contact by either parent and no one is available from the emergency list, the sheriff will be called and the child will be taken into protective custody until a parent can be located.
- ✓ Please call Mrs. Bales at Northeastern Middle School (847-1331) and notify us concerning problems relating to the pick-up of the child.

Statement of Nondiscrimination:

Enrollment in the program shall be granted without discrimination in regard to sex, race, color, creed, or political belief.