



JOHN M. BARRY
BOYS & GIRLS CLUB
OF NEWTON



PARENT HANDBOOK

2020/2021

675 Watertown Street
Newton, MA 02460
(617) 630-2066
www.NewtonBGC.com

Our Mission:

To inspire and enable all young people to reach their full potential as productive, caring, responsible citizens.

Our Vision:

Understanding today's youth and developing tomorrow's leaders through a kaleidoscope of opportunities, fun filled programs, and great people.

TABLE OF CONTENTS

WELCOME LETTER.....	
STATEMENT OF PURPOSE.....	
CURRICULUM.....	
ORGANIZATION.....	
HOURS OF OPERATION.....	
REGISTRATION PROCEDURE.....	
NON-DISCRIMINATION STATEMENT.....	
ENROLLMENT.....	
TUITION POLICIES.....	
BEHAVIOR AND CLASSROOM MANAGEMENT... ..	
HANDLING OF SERIOUS DISCIPLINE PROBLEMS.....	
REFERRAL SERVICES PLAN.....	
RESOURCES.....	
GENERAL PICK-UP.....	
PERMISSION FOR PICK-UP.....	
LATE PICK-UP POLICY.....	
TRANSPORTATION.....	
PARENT RESPONSIBILITIES.....	
OUTDOOR PLAY.....	
SNACKS.....	
STRANGERS AROUND THE CHILDREN.....	
CHILDREN FILES/PROGRESS REPORTS.....	
CONFIDENTIALITY.....	
HEALTH AND SAFETY.....	
MEDICATION POLICY.....	
FIRE SAFETY AND EVACUATION.....	
NO SMOKING POLICY.....	
PARENT-STAFF COMMUNICATION	
PARENT VISITS AND SUPPORT	
PARENT COMPLAINTS	
VACATIONS, HOLIDAYS, SNOW DAYS.....	
PARENTAL INVOLVEMENT AND RIGHTS	
CONFIDENTIALITY AND DISTRIBUTION OF RECORDS.....	
AMENDING THE CHILD'S RECORD.....	
TRANSFER OF RECORD	
NOTIFICATION TO PARENTS	
INFORMATION REQUIRED BY THE OFFICE.....	

WELCOME LETTER

Dear Parent,

As a licensed Child Care Program, we would like to congratulate you on choosing the Curiosity Club program at the John M Barry Boys & Girls Club of Newton. You have made an important child care decision for you and your family. The Department of Early Education and Care (EEC) and I invite you to join in a partnership with us to ensure a high quality childcare environment. This parent handbook and enrollment packet outlines many of our policies and procedures that relate to the care of your child, as well as the information we are required to give to you when you enroll your child in our care. This handbook will also acquaint you with some of the key EEC standards designed to ensure a safe, healthy and educational childcare experience. We encourage you to maintain an open dialogue with us as communication between parents and educators is the foundation for a solid working relationship and a quality childcare experience. Before filling out your childcare enrollment form, please read through the information contained in this parent handbook.

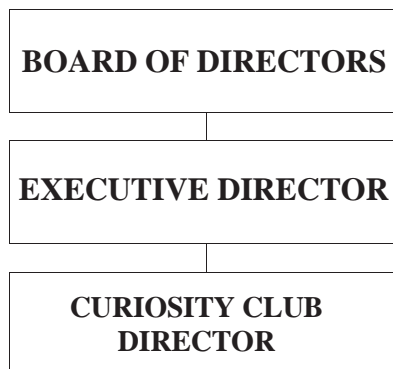
STATEMENT OF PURPOSE

The Boys & Girls Club of Newton is committed to providing quality childcare for children in Newton grades K-2. The objective of the program is to contribute to the social, emotional, and cognitive growth of children in an environment that is safe and nurturing. The curriculum is developed by the program's staff and seeks to incorporate the children's interests as well as foster the growth of each child at his/her own developmental level. Through activities that are enjoyable and enriching the program seeks opportunities for exploring individual interests, educational enhancement, developing independence and self-confidence, and fostering friendships. It allows for experiences that take advantage of the program's resources; including the expertise of staff, parents, and children. The staff supports the participation of each child so that all children may benefit as fully as possible from the program.

CURRICULUM

The curriculum at the John M. Barry Boys and Girls Club is based on STEAM and developmental needs of the children in the group. We offer a unique enrichment program that includes arts and crafts, sports, games, story time, science experiments, theme based activities and technology. All of our activities are designed to offer the children stimulation in a warm, caring environment. Time is set-aside for children to do homework, play outside, and choose from a variety of child initiated activities. All of the activities provided at the John M. Barry Boys and Girls Club are a choice. Children are encouraged to participate and try new activities but are never forced.

ORGANIZATIONAL CHART



ORGANIZATION

The Boys & Girls Club of Newton ("The Club") had its beginnings in 1899 as the Nonantum Athletic Association (N.N.A.) which was formed to provide recreational services for youth. Eventually the N.A.A. and a small collection of vocational training organizations combined under one roof and the building came to be known as "The Boys Club." In 1954 the Club joined Boys Clubs of America. The Club began serving girls in 1974 and was fully coeducational by the mid 1980's when the organization was officially renamed the Boys & Girls Club of Newton. During the 1990's the Club outgrew its small space in a converted church and purchased an old water yard building from the City of Newton. In April of 2000 the Club opened the doors to a 20,000 square foot facility. Since that date, membership has grown to 700 members and the operating budget has grown from \$280,000 to \$1.1 million. A key to the Club's long-term success is the ongoing involvement of board members, volunteers, employees and alumni.

HOURS OF OPERATION

The Curiosity Club program offers care from 3:00pm-6:00pm Monday-Friday. The Curiosity Club program offers care at 12:30 on Tuesdays and all early release days.

REGISTRATION PROCEDURE

Information about the program may be obtained by contacting the Curiosity Club Director at (617) 630-2066 ext. 115. Enrollment decisions are based on the policy, which follows below. Enrollment begins in April for the following September with currently enrolled families taking priority over all other applicants. Enrollment continues until the program reaches full capacity. A non-refundable registration fee is due at the time of registration and does not guarantee a spot in the program. Registration is completed online at www.newtonbgc.com.

NON-DISCRIMINATION STATEMENT

The John M. Barry Boys and Girls Club does not discriminate on the basis of race, religion, cultural heritage, political beliefs, disability, gender, sexual orientation, toilet training, or marital status.

ENROLLMENT

The policy for determining priority in enrollment is as follows, until the program reaches full capacity:

- Current Club families
- Siblings of existing students
- Resident students who attend Newton Public School
- Students from neighboring towns

Final authority for enrollment decisions rests with the John M. Barry Boys and Curiosity Club Director.

TUITION POLICIES

Tuition is based on the number of days a week you attend. There is a two-day minimum to attend the program. Tuition is broken down into 10 months. Tuition fees are based on your child's contracted schedule and are not adjusted for absences due to illness, holidays, weather-related cancellations or any other event that results in an absence.

All tuition payments are due on the last school day of the month for the following month. Staff salaries and program materials rely on your tuition; therefore it is essential that tuition be paid on time. Tuitions that are not paid on time are subject to a late payment fee. Unpaid balances of more than 14 days may be subject to termination of the enrollment contract.

Families Using Child Care Vouchers:

Payments must be made in weekly amounts based on a daily fee. All Parent Fees are to be paid to the provider on a day determined by the provider, but no later than the first business day of the week that care is provided. Parents may choose to enter into an alternative payment structure (i.e. monthly, biweekly, etc.) so long as a week's payment is received prior to care being given and each week is current. Any alternative payment structure must be in writing, signed and dated by both the family and the John M. Barry Boys and Girls Club and kept on file. Written agreement must be clear that Parent is voluntarily choosing the arrangement and may choose to revert to the standard weekly arrangement at any time upon written notice. An initial deposit, equal to the amount of the weekly fee, is required prior to the child's first day of care. For parents who receive a combination of full-time and part-time subsidy, the initial deposit is based on their full-time fees.

BEHAVIOR AND CLASSROOM MANAGEMENT

Behavior management and guidance is based on an understanding of the needs and development of the child and the circumstances of the moment. What is effective in one set of circumstances may not be appropriate in another. What works well for one teacher may not be effective if tried by another. What is successful with a child at any given moment may have no result with another child or the same child at another time.

Behavior management is a method of enhancing a healthy self-esteem within the child. Our primary goal for behavior management is to maximize the growth and development of the child and to ensure the protection of the group. Techniques employed at the John M. Barry Boys and Girls Club are constructive and positive. Behavior management at the Club strives to enable the child to be actively involved in solving his/her problems in socially acceptable ways, and to foster the child's respect for others, their rights, and feelings. At the same time, the Club works toward ensuring that others respect the child and his/her rights and feelings. In this manner, we believe that children will learn to develop their own internal monitoring systems.

In the event that a child's social, emotional, or behavioral needs cannot be met by our behavior management policy the John M. Barry Boys and Girls Club staff may confer with support staff and the child's parents and possibly the child's teacher to strategize further techniques. If the Curiosity Club Director still cannot meet the individual needs of the child the situation will be brought to the Executive Director for review. The Curiosity Club Director and the Executive Director reserve the right to terminate enrollment if the program cannot meet the child's individual needs. In addition, the Curiosity Club Director and the Executive Director reserve the right to terminate enrollment if the child's behavior interferes with operation of the program.

Techniques for preventing and handling various behavior management situations at the John M. Barry Boys and Girls Club include:

- Helping with decision making and problem solving
- Modeling and encouraging appropriate behavior
- Modeling and encouraging effective communication skills
- Maintaining consistent rules
- Supporting and encouraging
- Using logical consequences

At The John M. Barry Boys and Girls Club and in accordance with Massachusetts State Law 606 CMR 7:05:8

(8) The following practices are strictly prohibited:

- (a) spanking or other corporal punishment of children;
- (b) subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks;
- (c) depriving children of outdoor time, meals or snacks; force feeding children or otherwise making them eat against their will, or in any way using food as a consequence;
- (d) disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet, or using any other unusual or excessive practices for toileting;
- (e) confining a child to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision; and
- (f) excessive time-out. Time-out may not exceed one minute for each year of the child's age and must take place within an educator's view.

HANDLING OF SERIOUS DISCIPLINE PROBLEMS

The Boys and Girls Club has adopted a zero tolerance policy for certain destructive or dangerous behaviors. A serious discipline problem is one in which a child causes disruption of the program, requires the need for constant one-on-one attention, or is otherwise unable to conform to the rules of the program as determined by the Curiosity Club Director. Children exhibiting these behaviors will be suspended immediately for one day following the first offense, three days for the second offense, and be required to leave the program permanently on the third offense. The suspension for a first offense can be lengthened at the Curiosity Club Director's discretion. Based on the nature of the incident that can include immediate termination.

Some of the behaviors considered to be serious are:

- Physical harm to staff or other children
- Leaving or running from program space
- Verbal or mental abuse of staff or other children
- Behavior considered to be bullying

If the staff is experiencing serious discipline problems (other than those listed above) with a child the Curiosity Club Director shall do the following:

- Set up a meeting with the parents of the child to work out a solution.
- Review the recent events with the Executive Director and set goals and a time-line during which these goals must be met.
- If the child is unable to meet the goals outlined at the parent meeting the child will be given a 24- hour suspension. If the behavior continues the Curiosity Club Director reserves the right to contact the parent for immediate removal of the child followed by a three day suspension.

Following the suspension the Curiosity Club Director and the Executive Director will discuss with the parent(s) whether or not the program satisfies the needs of the child. Written documentation of the program's reasons for suspension will be presented to the parent(s) and a copy will be maintained in the child's file using an Incident Form. Parents may make the decision to terminate enrollment with financial arrangements being made with the Curiosity Club Director in accordance with the terms of the enrollment contract. The John M. Barry Boys and Girls Club reserves the right to terminate the enrollment of the child if the outlined behavior is displayed after the second suspension. Staff in the child's classroom will prepare all children in an age appropriate fashion for the child's departure.

REFERRAL SERVICES PLAN

All staff is responsible for monitoring the normal development of the children in their classroom. Concerns will be brought to the Curiosity Club Director and then shared with parents. In the event that the program is unable to meet the social, emotional, or physical needs of a child the family will be referred to an agency appropriately qualified to provide assistance. At times the program may insist that parents seek outside screening and consultation in order to assist us in meeting a child's needs. The program may not request screening for a child without parental permission. The child will remain in the program if a plan can be created that meets the needs of the child and the program.

NEWTON RESOURCES

The City of Newton offers online mental health screenings at:

<http://screening.mentalhealthscreening.org/mass211> The screening is anonymous and confidential. After answering a few questions, the user will receive feedback, educational materials, and treatment resources if necessary.

WIC

1-800-942-1007

fns.usda.gov/wic/women-infants-and-children-wic

UNITED WAY OF MASSACHUSETTS BAY AND MERRIMACK VALLEY

(617) 624-8000

supportunitedway.org

NATIONAL SUICIDE PREVENTION LIFELINE

1-800-273-8255

suicidepreventionlifeline.org

SALVATION ARMY

33 Myrtle Street

Waltham, MA

781-894-0413

salvationarmyma.org/waltham

NATIONAL SEXUAL ASSAULT HOTLINE

1.800.656. HOPE (4673)

rainn.org/get-help/national-sexual-assault-hotline

American Foundation for Suicide Prevention
Dream Far High School Marathon
Family ACCESS of Newton
Middlesex County District Attorney's Office
Multi-Service Eating Disorder Association
Newton Crime Commission
Newton Parks and Recreation Department
Newton Public School
Newton-Wellesley Hospital
Partnerships for Youth
Sameem Associates
The Newton Partnership
West Suburban YMCA

Cataldo Ambulance Company
Families for Depression Awareness
Massachusetts School for Professional Psychology
MSPP INTERFACE Referral Service
Newton Interfaith Clergy Association
Newton Free Library
Newton Police Department
Newton Senior Services
Newton Youth Commission
Riverside Community Care
Samaritans
Understanding Our Differences

AFTER SCHOOL GENERAL PICK-UP

Parents must pick their child up by 6:00 pm. When picking up your child at the Club, you are required to sign your child out of the program. At that time a staff person can briefly discuss with you your child's day, if desired. This is also a good time to check your child's mailbox for any projects or correspondence from the Curiosity Club Director or teachers.

PERMISSION FOR PICK-UP

The John M. Barry Boys and Girls Club asks for the names of all persons whom parents will allow to pick up their child. All children's files must include at least one alternative pick-up person. The pick-up list may include everyone from grandparents to neighbors to other parents in the program. If you want someone who is not on the form to pick up your child on a particular day, you can:

- Add the person's name to the pick-up list; or
- Write and sign a dated note stating that person will pick up the child.

The staff must know in advance that someone other than the parent will be picking up a child. Please provide the staff with a phone number for the designated person. When an unfamiliar person arrives to pick up a child, they will be asked for identification before the child is released. No child will be dismissed to take the bus/or go home with a friend without prior written notification from the parent. We encourage you to consider alternative arrangements for your child's pick-up in case of emergencies and/or work/traffic situations, which do not allow you to pick up your child by 6:00 pm. For example, ask another parent in the program to wait with your child until you arrive. This type of arrangement does require that you add the other parent's name to your child's registration paperwork as well as informing the staff that such an arrangement is in effect. This can serve to help parents avoid late pick-ups. If you need to make last-minute arrangements to have an alternative person pick up your child, you must call the program and inform us of these plans. In order to confirm the identity of the caller the program will return your phone call at the number we have on file.

LATE PICK-UP POLICY

This policy is designed to communicate the importance of picking your child up at the contracted time. While we recognize that due to circumstances beyond your control it is not always possible to be here on time we want to remind you that the group leaders' school day ends at 6:00 p.m. and that they have other commitments after work. Consequently when you are late a fee is assessed.

- First Late Pick Up (prior to 6:15 pm): A warning is issued.
- Second Late Pick Up: A \$15 late pick up charge will be assessed for the first ten minutes or any portion hereof. After ten minutes, the rate will be \$1.00 per minute. The staff person at the Program with the child will determine the pick-up time based on the classroom clock. If on the first offense the child is picked up after 6:15pm, the late pick-up policy will be in effect and the family will be billed accordingly.
- Frequent tardiness will be brought to the attention of the Curiosity Club Director. Such tardiness may result in a meeting with the Executive Director to immediately terminate the enrollment contract of the child. The Curiosity Club Director and/or the Executive Director will inform the parent(s) involved of the date and time of this review.
- At 6:15 p.m. if the staff has not heard from the parents of the child, they will begin calling people listed on the authorization form in order to locate someone who may be able to pick up your child.
- All late fees are billed by the Curiosity Club Director and are due within twenty four (24) hours.

TRANSPORTATION PLAN

For children who will be arriving by Newton Public Schools provided bus transportation they will be dropped off at the bus stop and walked in to the Boys and Girls Club Club by a Boys and Girls Club staff member. For parent drop offs to the club they will either be walked into the program space by the parent or released to a Boys and Girls Club staff member at the main entrance who will then walk them to the Curiosity Club After School space. If a scheduled child is absent, a call will be made to the parents if a child is unaccounted for at the program. Further calls to authorized individuals will be made until the child's whereabouts are determined.

PARENT RESPONSIBILITIES

- Complete your child's online registration prior to the start of school or prior to your child's first day in the Program.
- If your child will be absent, please inform the staff either by email or by telephone call.
- Label all of your child's belongings such as: clothing, lunch boxes, backpacks etc.
- Do not allow your child to bring toys, games, and other personal items from home, unless otherwise specified during a special event.
- Let the staff know of anything in your child's life that might affect his/her behavior in the program.

OUTDOOR PLAY

Every effort is made to go outside weather permitting and dependent on the daily activities. If unable to go outside, children may be taken to the gym. Inclement weather, temperature, the needs of the program, and condition of the playground are taken into consideration when deciding about outdoor play. We will not go outside if the temperature is below 20 degrees or if there is a significant wind-chill factor. While outside, staff take into consideration the children's requests to return inside. In the winter, children are required to have boots, snow pants, hats, and mittens to go outside in the snow. In hot weather, outdoor time may be shortened or broken up into two time slots to be sure the children do not get overheated.

SNACKS

Healthy and nutritious snacks are encouraged. The John M. Barry Boys and Girls Club provides an afternoon snack for those students enrolled in the program. To avoid difficulties, the only snack to be eaten at The John M. Barry Boys and Girls Club is what the staff serves. In the event of dietary constraints, a child can bring his/her own snack and leave it with the staff for the appropriate time. All other foods should be eaten prior to arriving at the program. The snack menu is posted monthly. Snack will be served to the children prior to 3:45 p.m.

STRANGERS AROUND THE CHILDREN

If someone other than an authorized person is observing the children, a regular staff person will monitor any interactions and ask the stranger if he/she needs any help. If the person remains and the group leader feel uncomfortable about his or her presence, the group leader, Curiosity Club Director, or Executive Director will ask the person to leave the area. If the individual persists, the Newton Police will be called. In general, any person coming into the program must check in with a group leader and/or Curiosity Club Director.

CHILDREN FILES

Children's files are kept in a filing unit or cabinet. Group leaders may review the children's files for general information. A child's folder must include current medical records, emergency permission form, photo and media release, alternate pick-up form, and face sheet. Information in children's folders is confidential and access to the file cabinet is restricted to regular staff members and the child's parents. Children's files are maintained at the program for five years and then destroyed.

PROGRESS REPORTS

Curiosity Club staff prepare written progress reports for each child halfway through the year.

CONFIDENTIALITY

The Club will not release any information about the children to anyone.

If a parent wants us to consult with or give information to someone outside the program or have anyone come in and observe their child while at the program (i.e. representatives from another school, doctor, psychiatrist), written permission must be given to The Boys and Girls Club by the parent or guardian.

The information on the permission/emergency form is critical in an emergency of any sort. Each child must have a completed form in his/her file before a child can be left in our care. The program must have both work and home phone numbers for parents. We also need the number of an individual we can contact in case we cannot reach either parent during an emergency. This person should be local (able to get to the program within 30 minutes) and we should have both home and work phone numbers for that person as well. Please be sure the alternative contact person is aware of their potential responsibility.

In the event of an accident or sudden illness the Curiosity Club Director or the staff person in charge may take the following steps:

- Contact the parents to arrange for treatment or transportation
- If parents cannot be reached, we will contact the person listed on the "emergency form."
- The staff in charge may contact the local ambulance service for transportation to the local hospital. A staff member with the child's health record will accompany the child.
- An accident/illness form will be completed for the parents.

HEALTH AND SAFETY

The John M. Barry Boys and Girls Club abides by the health policy set forth by the Massachusetts Office of Child Care Services regarding dismissal from the program as a result of illness. We recognize that it is difficult for parents to miss work obligations. For this reason, it is important that parent's set up alternative care arrangements for the days when their child cannot attend the program due to illness. If a child is ill with a contagious disease (strep throat, chicken pox, head lice, etc.) parents should let us know so that we may inform other families in the program. Since we have no facilities for care of a sick child, we ask parents to be especially aware of impending illness. If your child has been out of school due to illness, s/he should not be brought to the program in the afternoon. Parents will be asked to take their child home if we feel that s/he needs to see a doctor, is contagious, or requires prolonged individual staff attention which interferes with the safety of the remaining children. The staff cannot determine the exact cause of an illness or its symptoms, and so is forced to take every precaution to protect the well being of the overall population. Our complete health care policy manual is on file at the program and can be made available to you.

MEDICATION POLICY

Any medication to be administered by the staff must come in the original container labeled by the pharmacy with the patient's name, medication name, doctor's name, date, and the prescribed dosage. Parents must complete, sign, and date a medication form to authorize staff to give a child this medication. Medications should always be given directly to the Curiosity Club Director so that they may be properly stored. Never leave medicines in the lunch box. Authorization forms may be obtained from staff members. It is essential for the Curiosity Club Director and staff to be informed if your child has an allergy or takes a regular medication.

In accordance with State regulations, over-the-counter internal medications (Tylenol, Orajel, cough syrup, etc) can only be administered by a regular staff person accompanied by a doctor's note, which states the child's, name of the medication, dosage, date, and purpose of the medication. Parents may come to the program and administer these medications themselves if they do not wish to obtain a note from their child's doctor. Over-the-counter topical medications (bug repellent, sunscreen, Calamine lotion, etc.) may be applied by staff as needed once parents give written authorization, which should include the amount of the product to be used and the time to use it. At no time will the amount exceed the manufacturer's recommended dosage.

Blanket release forms for medications will only be accepted if there is an ongoing medical condition, which necessitates this, such as a doctor's note giving permission to administer Tylenol to immediately reduce the fever of a child prone to febrile seizures.

FIRE SAFETY AND EVACUATION PLAN

- Staff member calls 911 and alerts Curiosity Club Director, Executive Director, and/or other staff members.
- Children will line up with nearest staff member in an orderly manner and proceed to the nearest emergency exit.
- Children will be moved to a safe, designated outdoor area.

Once in this area they meet up with their assigned groups and counselors and a face to name check will be completed.

The Curiosity Club Director is responsible for making sure that all persons have been moved to safety.

In the event it is unsafe to re-enter the building, children and staff will walk to the Fire Station 4 at the Corner of Craft and Watertown streets.

SAFETY AND PREVENTION

- Teachers must be aware of the locations of all emergency exits and check them to be sure they are clear.
- Staff members must know the locations of fire extinguishers and how to use them.
- Staff members must not panic. The children need the staff to get them to safety in a calm, controlled manner.
- Fire drills will be conducted once a month.

NO SMOKING POLICY

Smoking is not allowed on the grounds of the Boys and Girls Club.

PARENT-STAFF COMMUNICATION

Communication between parents and program staff is essential for consistent care. The staff will make every effort to speak with you each day at drop off and pick up to gather and give information important to your child's life.

Communication is a two way process. Staff and parents must work together to find avenues of communication, which are most effective. Emails, phone calls, notes, conferences etc. have worked best for families when classroom communication is not possible. Please be sure to communicate any information that may help us in understanding behavior and helping your child incorporate any changes in regular routines.

PARENT VISITS AND SUPPORT

We encourage you to visit the site or to spend some time when picking up your child. If you have a talent or hobby you would like to share, please contact the Curiosity Club Director to arrange a time to share with the program. Occasionally, parents may be invited to support the John M. Barry Boys and Girls Club by volunteering. This support will focus on cleaning, minor repairs, and reorganization of the classrooms. Volunteering may entail a small chore outside of the program, such as a repair or purchase of supplies for the program. A program wish list will be available if you are interested in supporting the program through the purchase or donation of materials.

PARENT COMPLAINTS

Parents are asked to share their concerns and complaints with the Curiosity Club Director or any of the Board of Directors, who represent the governing body and ultimate "Court of Appeals" for the Club. If timing is urgent, parents may speak directly with any of the Board of Directors whose names are published after the election held at the Annual Meeting. The Board member contacted will have the responsibility for bringing the issue to the attention of the other Board members, addressing/resolving this issue and for communicating the outcome to the parent.

VACATIONS, HOLIDAYS, SNOW DAYS

The John M. Barry Boys and Girls Club makes every effort to accommodate the needs of our families. We will not be open on legal holidays and will not operate during December, February, and April holiday vacation weeks although the Club may be open for general membership. The John M. Barry Boys and Girls Club follows the public school decisions on snow openings and closings.

- If school is closed the program is closed
- If the school opening is delayed, the afternoon program will begin at the end of the school day
- If afternoon and evening activities are cancelled, the Executive Director and Curiosity Club Director will determine when the program will close.

- If the school district announces by 5:45 a.m. that there will be an early release due to snow the John M. Barry Boys and Girls Club will not open at all that afternoon.

If the Curiosity Club Director closes the program because of inclement weather arising after the close of the regular school day, parents will be notified by telephone and email. There will also be a message posted on the John M. Barry Boys and Girls Club website. On occasion, the program will be forced to open late or close early during the day to ensure a safe commute to and from home for staff and children. Parents will be required to make arrangements to pick up their children

If school is going to be closed early due to inclement weather, The John M. Barry Boys and Girls Club staff will make every effort to call all parents prior to the close of school. Parents will be called about the close of school and informed that The John M. Barry Boys and Girls Club will also close. Children will be picked up at the program.

PARENTAL INVOLVEMENT AND RIGHTS

Chapter 28A, Section 10 of the General Laws of the Commonwealth of Massachusetts mandates to the Office of Child Care Services the legal responsibility of promulgating rules and regulations governing the operation of school aged child care centers. In accordance with this law, the Office of Child Care Services published the requirements now in effect on May 1, 1997. The licensee must comply with these regulations in order to ensure a minimum level of care for the children serviced by the school-aged child care Program.

The licensee (John M. Barry Boys and Girls Club) is required to inform all parents of "the rights of parents" as stated in the regulations at the time of admission of their child to the Program. These rights are as follows:

Parent Visits: The licensee shall permit unannounced visits by the parents to the Program and their child's room while their child is present.

Parent Input: The licensee shall have a procedure for allowing parental input in the development of the Program policy. The Curiosity Club Director will inform parents of their rights as parents to offer input into the program. Parents are encouraged to discuss concerns with the Curiosity Club Director. The licensee shall provide an explanation to the parent when a parent makes suggestions as the Program or policy of a Center and the suggestions are not adopted by the licensee. If the parent requests a written response, the licensee shall respond in writing to the parent. The Program will decide whether or not the parental suggestions will be implemented.

Parent Conferences: The licensee shall make the staff available for individual conferences with parents at parental request.

CONFIDENTIALITY AND DISTRIBUTION OF RECORDS

The child's parent(s) shall, upon request, have access to his child's record at reasonable times. In no event shall such access be delayed more than two (2) business days after the initial request without the consent of the child's parent(s). Upon such request for access, the child's entire record regardless of the physical location of its parts shall be made available. The licensee shall establish procedures governing access to, duplication of, and dissemination of such information and shall maintain a permanent, written log in each child's record indicating any persons to whom information contained in a child's record has been released. Each person disseminating or releasing information contained in a child's record, in whole or in part, shall, upon each instance of dissemination or release, enter into the log the following: his name, signature, position, the date, the portions of the record which were disseminated or released, the purpose of the record which was disseminated or released, the purpose of such dissemination or release, and the signature of the person to whom the information is disseminated or released. Such log shall be available only to the child's parent.

AMENDING THE CHILD'S RECORD

A child's Parent(s) shall have the right to add information, comments, data or any other relevant materials to the child's record:

- A child's parent(s) shall have the right to request deletion or amendment of any information contained in the child's record. Such a request shall be made in accordance with the procedures described below:
- If such parent(s) is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the child's record, he shall have the right to have a conference with the licensee to make his objections known.
- The licensee shall, within one (1) week after the conference, render to such parent(s) a decision in writing stating the reason or reasons for the decision. If his decision is in favor of the parent(s), s/he shall immediately take steps as may be necessary to put the decision into effect.

TRANSFER OF RECORDS

Upon written request of the parent(s), the licensee shall transfer the child's record to the parent(s), or any other person the parent(s) identifies, when the child is no longer in care.

NOTIFICATION TO PARENTS

The licensee shall notify the parent(s) in writing of these provisions of at the time of the child's admission to the Program and thereafter, in writing, at least once a year.

INFORMATION REQUIRED BY THE OFFICE

Notwithstanding 102 CMR, upon request of an employee, authorized by the Curiosity Club Director and involved in the regulatory process, the licensee shall make available to the Office any information required to be kept and maintained under these regulations and any other information reasonably related to the requirements of these regulations. Authorized employees of the office shall not remove identifying case material from the Program's premises and shall maintain the confidentiality of individual records.

Meeting with Parents- The licensee shall assure that the administrator (Curiosity Club Director) or his/her designee shall meet with the parent(s) prior to admitting a child to the Program.

- At the meeting, the licensee shall provide to the parent(s) the Program's written statements of purpose, services, procedure for parent conferences, visits and input to Program policy. Procedures relating to children's records; and procedures for providing
- The licensee shall provide the opportunity for the parent(s) to visit the Program's classrooms at the time of the meeting or prior to the enrollment of the child.
- In addition, all licensees are required to have a copy of the regulations on the premises of the Program and the regulations shall be made available to any person upon request.

