



GRENVILLE BAKER BOYS & GIRLS CLUB

Afterschool Elementary Enrichment Program 2021-2022 Kindergarten-5th Grades Parent Handbook

Locations, Dates & Hours

Grenville Baker Boys & Girls Club

135 Forest Avenue, Locust Valley

Main Phone: 516-676-1460

Dates: September 13, 2021 – June 24, 2022

Hours: Monday-Friday 3:00 p.m. - 7:00 p.m.

Who to Contact

Carlos Pumar, K-5 Director: ext. 220

Michelle Gallucci, K-5 Director: ext. 221

Jodie Orlassino, Membership Services: ext. 216

Rosalia DiMaggio, Memberships Services (Registration inquiries): ext. 216

Melissa Rhodes, Director of Programs and Professional Development, ext. 225

Communication

We will use **“Remind”**, a digital communication application, to keep families informed and updated. Please register by **texting 81010 and enter the code: @afterprog**

Attendance & Absenteeism

We ask that you contact the Club (516-676-1460 ext. 216) if your child is not attending the program that day so that we do not expect them.

Late Pick Up Policy

Children must be picked up by 7:00 p.m. each day. Please call the Club if you expect to be late and you will have a 15-minute grace period. A \$10 late fee will be applied if your child is picked up after 7:15 p.m.

What to Bring

Please send your child to the Club with a refillable water bottle. We have a water bottle refill station. Please make sure everything is labeled with the child’s name. We encourage members to wear sneakers and comfortable clothing so that they can participate in outdoor games and activities. We will also provide an afternoon snack and meal to all participants.

Cell Phones & Personal Items

K-5 Members with cell phones may not use their phones during the program, except for designated times that we will allow them time to check their phones. We ask that personal items (toys, games, dolls, etc.) not be

brought to the Club. If a child brings personal items, we will ask that they remain in their backpacks. The Club is not responsible for missing or lost items.

Club Closure Days. The Club is CLOSED on the following days:

- Monday, October 11, 2021
- Thursday, November 11, 2021
- November 25-26, 2021
- December 23-31, 2021
- Monday, January 17, 2022
- Monday, February 21, 2022
- Friday, February 25, 2022
- Monday, May 31, 2022
- Monday, June 20, 2022

The Club will be open from 8:00 a.m. – 6:00 p.m. on the following singular days school is closed (we follow the LVCS D calendar). There is no additional fee for these days as it is included in your Afterschool Elementary Enrichment Program enrollment, however you must still sign up online to let us know you will be participating. (It is a \$30/day fee for those not enrolled in this program. Must have a current Club membership to sign up):

- Thursday, September 16, 2021
- Tuesday, November 2, 2021
- Wednesday, November 24, 2021
- Friday, May 27, 2022

During February Break and Spring Break, we will be open the following days and anyone wanting to sign up for these days must pay the \$30/day fee.

- February 22-24, 2022
- April 15-22, 2022

Positive Conduct

All participants in Club programs are to be respectful to other members, volunteers, staff and the facility. Children are not permitted to put their hands on another child or staff members, and must speak kindly to their peers and counselors using acceptable language. We will communicate to you if there is an issue where there is a violation of our expected conduct and behavior.

Club Staff are not to engage in activities with youth attending the Club during after-hours (in-person, virtually). Staff are not allowed to transport members in their personally owned vehicles. If a concern arises, please contact Melissa Rhodes, Director of Programs and Professional Development immediately.

Commitment to Safety

Our #1 Priority is to protect our children, families and staff from the spread of COVID-19. Our goal this year is mitigate the spread of COVID-19 among our members and staff within our program.

To accomplish this, we will be enforcing certain and specific safety measures as prescribed by CDC and NYS DOH. Our Safety Plan will include daily wellness screenings, physical distancing, small groups, face coverings, proper personal hygiene and enhanced disinfecting and sanitation.

All of our staff have participated in a comprehensive training that includes all safety measures in place for the afterschool program. All of our regular staff members are certified in CPR and First Aid.

DO NOT SEND YOUR CHILD TO THE CLUB IF HE OR SHE IS ILL, EXPERIENCING ANY OF THE COVID-19 SYMPTOMS OR HAS A TEMPERATURE OF OVER 100.4.

Arrival/Drop-Off Procedure

Parents will not be allowed to enter the facilities beyond the parent waiting area on the lower level.

Members will arrive via LVCS D School Bus will be dropped off on Weir Lane (must follow LVCS D Bus Riding Procedures). A staff member will greet the bus and escort the children into the building to participate in a temperature check screening. If you are transporting your child, please park your car and escort your child through our main entrance. If there is a line, please maintain social distancing at all times. Parents must wear a mask when entering our facility regardless of vaccination status.

Departure/Pick-Up Procedure

Parents will not be allowed to enter the facilities beyond the parent waiting area on the lower level.

Parents will enter our main entrance to pick up their child. All adults must wear a mask when entering our facility regardless of vaccination status. Upon checking in with our front desk attendant (confirming you are an authorized pick-up), you will be cleared to make your way downstairs to the parent waiting area. The staff member in charge of pick up will retrieve the child and all of their belongings.

Authorized Pick-ups: Only people you authorize to pick up your child will be able to do so. If you need to add more people to your child's account, please come to the front desk.

Screening / Wellness Check

- **Members:** All members will be screened prior to entering the program facility. Using a no-contact thermometer, every child's temperature will be taken.
 - ***If a member has a fever of 100.4 or higher, they will not be admitted to the program (we will isolate them until a parent can pick the child up) and will not be permitted back until they are symptom-free for 72 hours and 10 days at home unless otherwise directed by a health professional.***

Closed Campus

Please note that our programs will be running a "closed campus" policy which means that once the child arrives for the day, they will not be permitted to leave and return within the same day. We appreciate everyone's understanding and adherence to this policy.

Groups

Youth will be placed in a group of 20-25 youth with two assigned staff members. Youth will remain in these groups throughout the day. Each group will have a designated "homebase" where they will do their homework and may leave their backpacks throughout the program day.

Masks

- **Staff:** will be required to wear masks regardless of vaccination status while interacting with members until further notice.
- **Members:** Members are required to wear a mask when inside the facility. While outside, members may take down their masks, however, they must maintain social distancing at all times. Members can bring their own masks. There will be disposable masks available if a child loses their mask.
- **Parents:** will be required to wear masks upon drop-off/pick-up of their child from the program.

Hand Hygiene

All members and staff will be required to practice hand hygiene throughout the day, including upon arrival to the facility, between all program activities, after using the restroom, before and after eating, and before departing at the end of the day. Hand sanitizer will be provided when necessary.

Daily Programming

- Each of our programs will practice physical distancing to the greatest extent possible with our groups.
- We will conduct a Member Orientation to go over rules and expectations, including social distance guidelines.
- Youth will stay with their assigned groups at all times and follow a rotation schedule. Youth may not wander around the facility unaccompanied.

Cleaning

Club spaces will be regularly sanitized and disinfected daily, following all CDC guidelines by a trained professional.

If a Child becomes sick with Flu- or COVID-like symptoms at the Club

If while at the Club, a child begins to show signs of sickness, including but not limited to a fever greater than 100.4, respiratory infection symptoms, etc. they need to be sent home immediately. The child will be separated from other children in a designated room and allowed to rest until they are picked up. Staff who are assigned to supervise them while they wait will practice physical distancing and use a facial covering. Staff will always lean on the side of caution when it comes to symptoms. Club families should have a backup plan for care in the event a child is sent home from the Club sick and cannot return for 10 days and 72 hours symptom-free, unless otherwise directed by a health professional.

Positive Case of COVID-19 Among Children or Staff at the Club

If there is a positive case of COVID-19 among a staff member or child, the Club will conduct contact tracing and identify any individuals that are considered “close contacts” (exposure of less than 6 feet for more than 15 minutes in a 24 hour period). Close contacts will be notified immediately of the exposure and will be required to self-isolate for 10 days from the last known date of exposure and monitor symptoms. A positive test for COVID-19 may result in the entire small group (considered “close contact”) being required to self-isolate for 10 days. Parents/guardians should be ready for changes and prepare for possible shutdowns, quarantines, and other precautionary measures that may leave a family without care.

The child or staff member that has a positive test will be directed about home isolation from their health care provider. The Nassau County Health Department will be notified. A notice of release from isolation will be required to return to the program.

Parent Acknowledgement

GBBGC will provide all participating families with a copy (paper or electronic) of our policies and procedures outlining care operations during the COVID-19 pandemic. By receiving this copy, parents acknowledge and agree to the policies and procedures outlined. As updates occur, parents will be notified of changes and be provided access to relevant documents to review updates.

Participating families will also need to sign a waiver of liability to participate in Club services prior to starting their child(ren) in the program.

Thank you for being a partner with us so that we all have a great and safe afterschool program!