



**GRENVILLE BAKER
BOYS & GIRLS CLUB**

Afterschool Elementary Enrichment Program 2022-2023 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 12, 2022 – June 23, 2023

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

Who to Contact

Carlos Pumar, K-5 Program Director: ext. 220

Michelle Gallucci, K-5 Director (Social Recreation): ext. 221

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

Front Desk: ext. 222

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: @k5program**

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.

Child Release/Authorized Pick-Ups

For a child’s safety, the Club will only release a child to parent(s), legal guardian(s) or authorized adults. If the person picking up is listed on the child’s membership application, but does not pick up the child regularly, a parent will notify the Club verbally, in advance. Photo identification will be required if the adult does not pick up the child regularly or is unknown to the staff member releasing the child.

Walk Permission

Parents must sign a walking permission form if they would like their child to walk home from the Club. Younger members must be escorted by an older sibling.

Late Pick Up Policy

The program day ends at 7:00 p.m. Please pick up your child on time. Please call the Club if you expect to be late and you will have a 15-minute grace period. If you arrive past 7:15 p.m., a \$20 late fee will be applied to

your account and will need to be paid before your child returns to the program the next day. Persistent lateness will result in an earlier designated pick-up time (by 6:30 p.m.).

Arrival/Drop-Off Procedure

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

Members who arrive via LVCS School Bus will be dropped off by the gate on Weir Lane (must follow LVCS School Bus Riding Procedures). A staff member will greet the bus and escort the children into the building. If you are transporting your child, please park your car and escort your child to the gate. The gate will lock after the last bus arrives. If you drop your child off after the gate is locked, please escort them through the main entrance.

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. 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.

Traffic Safety

For everyone's safety, especially our children, please observe all traffic rules near and around our facility. This includes not double parking or making illegal u-turns on Weir Lane.

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 most of the day. Each group will have a designated "homebase" where they will do their homework and may leave their backpacks throughout the program day. We will conduct a Member Orientation to go over rules and expectations, including social distance guidelines.

Sample Afternoon Program Schedule

3:00 p.m. – 4:00 p.m. Bus Arrival, Snack, Free Play

4:00 p.m. – 5:00 p.m. Power Hour

5:00 p.m. – 5:45 p.m. Enrichment Programs

5:45 p.m. – 6:00 p.m. Assembly

6:00 p.m. – 6:45 p.m. Elective Activities

6:45 p.m. – 7:00 p.m. Free Play, Dismissal

Enrichment Programs

All members will participate in a different daily Enrichment program throughout the week. We thoughtfully design and implement activities in five core areas: Education & Career | Character & Leadership | Health & Life Skills | The Arts | Sports, Fitness, & Recreation.

Examples of these programs include Healthy Habits, STEM, Coding, Science, Fitness, Reading, Theatre, Art, Music and more. These programs are at no additional cost and are included in the fee for the K-5 Afterschool program. The Enrichment Programs will change on a seasonal basis.

- Fall Programs: October 3 – December 9, 2022
- Winter Programs: January 9 - March 17, 2023
- Spring Programs: April 17 – June 9, 2023

Seasonal Programs

All current members may register for all seasonal program offerings such as swimming, dance, soccer, kickboxing, flag football, baseball, gymnastics, basketball and more. Fees range from \$40-\$450 per program session. Space is limited within these programs. Seasonal Program offerings will be posted on our website.

Positive Conduct

All participants in Club programs are to be respectful to other members, volunteers, staff and the facility. Members are required to adhere to Club rules and to follow the direction of Club staff. 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. Members who fail to conduct themselves with courtesy and respect may lose their membership privileges, including being asked to take a few days off from attending the program.

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.

Child Illness

If a member is absent from school due to illness, he or she may not attend the Club that day. If a member becomes ill while at the Club, the parent/guardian will be called and be required to pick up the sick child as soon as possible (within 90 minutes at most). A child must remain out of the Club until he/she is symptom-free for 24 hours, unless a doctor's note is provided which states that the child is 1) not contagious and 2) can participate in programs with other children.

Attire

Children should wear sneakers and comfortable clothing everyday so that they can safely participate in our sports and fitness activities.

Personal Belongings

The Club is not responsible for lost, stolen or broken property. 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. All property brought to the Club should be properly labeled with the child's name (this includes school-issued Chromebooks).

Cell Phones

We discourage the use of mobile phones or other personal technology for our K-5 members. Children miss out on the physical, social and educational opportunities provided at the Club if they are distracted by mobile devices.

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.

Snack

Good nutrition is an important part of leading a healthy lifestyle. Each afternoon, the Club offers an afternoon snack. Children should bring a refillable water bottle with them every day. Vending machines are available to purchase snacks and drinks.

Pizza

We offer pizza for purchase that will be served each Friday. There are 2 methods of purchase:

1. CASH: Parents may place pizza orders no later than Wednesday. Orders are placed on Thursday morning. After Thursday morning, if you try to buy pizza for your child we cannot guarantee that we can accommodate the late order.
2. CREDIT CARD: If paying by Credit Card, you may purchase a pizza punch card for \$20 (10 slices of pizza). *(We will not sell pizza by the slice when using a credit card).* We will assume that your child will be attending each Friday and will have pizza unless you cancel the order by Wednesday (no-shows or early pick-up on Fridays will not be reimbursed). Once your punch card is full, we will give it to you that Friday which will prompt you to purchase another punch card.

Club Closure Days

The Club is CLOSED on the following days:

October 5, 2022 (Staff Training)

October 10, 2022 (Columbus Day)

November 11, 2022 (Staff Training)

November 24-25, 2022 (Thanksgiving Break)

December 26, 2022- January 2, 2023 (Holiday Break)

January 16, 2023 (Martin Luther King Jr. Day)

February 20, 2023 (Presidents' Day)

February 24, 2023 (Staff Training)

April 6 - 7, 2023 (Staff Training)

May 29, 2023 (Memorial Day)

June 19, 2023 (Juneteenth)

School's Out but the Club is In

The Club will be open from 8:00 a.m. – 5:30 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 by the deadline imposed to let us know you will be attending. (It is a \$40/day fee for those not enrolled in this program. Must have a current Club membership to sign up):

- September 26-27, 2022
- November 23, 2022
- November 8, 2022

During February Break and Spring Break, we will be open the following days from 8:00 a.m. – 5:30 p.m. and anyone wanting to sign up for these days must pay the \$40/day fee. Registration will be available online.

- February 21-23, 2023
- April 10-14, 2023

Parent Committee/Volunteers

Throughout the year, we host Club-wide special events (Day for Kids, Thanksgiving Dinner, Holiday Party, Pancake Breakfast) where we may need parents to volunteer. In addition, we are always looking for volunteers for homework help, guest readers, and other regularly scheduled activities. If you are interested in joining the Parent Committee or volunteering, please contact Michelle Gallucci at michelle.gallucci@gbbgc.org.

Parent Acknowledgement

By receiving this copy, parents acknowledge and agree to the policies and procedures outlined. As updates occur, parents will be notified of changes.

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