



**GRENVILLE BAKER  
BOYS & GIRLS CLUB**

## **K-5 Afterschool Elementary Enrichment Program 2023-2024 Parent Handbook**

135 Forest Avenue, Locust Valley

Main Phone: 516-676-1460

Dates: September 11, 2023 – June 26, 2024

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

### **Program Leadership and Administrative Staff:**

Michelle Gallucci, Senior Director of Youth Programs, ext. 221

Maria Arana, K-5 Director, ext. 220

Khyla Butler, Program Support Specialist, ext. 222

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

Meribell Taboada, Membership Services Assistant (Front Desk), ext. 222

Margaret Richardson, Membership Services Assistant (Lower Desk), ext. 215

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

### **Communication**

We use “**Remind**,” an app to share information with our families (upcoming programs, events, announcements), and to communicate with you about important details such as registration. We kindly ask that if you have a specific question about the K-5 Program or other program, or you have a time-sensitive message to share, please call the Front Desk at (516) 676-1460 ext. 222. We are unable to respond to individual text messages.

Please register by **texting 81010** and enter the code: **@afterprog**

### **Attendance & Absenteeism**

If your child is not attending on a day that you normally would send them to the afterschool program and they are receiving transportation from the Locust Valley or Bayville Schools, you must contact the school directly to inform them that your child is not to take the Boys & Girls Club bus that specific day.

### **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.

### **Walking 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 D School Bus will be dropped off by the gate on Weir Lane (must follow LVCS D 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. Please allow for enough time to pick up your child. We cannot accept phone calls in advance to get your child ready for pick up.

### **Traffic Safety**

For everyone's safety, especially our children, please observe all traffic rules near and around our facility.

**NO U-TURNS ON WEIR LANE!**

**NO DOUBLE PARKING!**

**NO TURNS or PARKING IN POST OFFICE PARKING LOT!**

**DRIVE SLOWLY AND CAUTIOUSLY!**

### **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.

### **Groups**

Youth will be placed in a group of 20-25 youth with a minimum of 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.

### **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. – 6:30 p.m. Elective Activities

6:30 p.m. – 7:00 p.m. Free Choice, 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, 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.

**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 every day so that they can safely participate in our sports and fitness activities. Only youth wearing sneakers will be allowed to play in the gymnasiums.

**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.

## **Birthdays**

Celebrating birthdays at the Club is always special. If you would like to provide a special treat on your child's birthday, we ask that the items be store-bought, label included, and must be peanut/tree nut free, and paper products are also provided. Please check with the K-5 Director regarding how many children are in your child's group to ensure the proper number of treats are provided.

## **Pizza**

We offer pizza for purchase that will be served each Friday.

Each Friday when the K-5 program is open for regular operations, we will serve pizza to our members from Locust Valley Pizza. Pizza is served at around 4pm. The fee for this program is \$60 for the year for one slice (\$120 for the year for 2 slices). We do not prorate the program, nor provide refunds for missed Fridays.

## **Club Closure Days**

### **The Club is CLOSED on the following days:**

October 9, 2023 (Columbus Day)

November 10, 2023 (Staff Training)

November 23-24, 2023 (Thanksgiving Break)

December 25, 2023- January 1, 2024 (Holiday Break)

January 15, 2024 (Martin Luther King Jr. Day)

February 19, 2024 (Presidents' Day)

February 23, 2024 (Staff Training)

March 28-29, 2024 (Staff Training)

May 27, 2024 (Memorial Day)

June 19, 2024 (Juneteenth)

## **School's Out but the Club is In**

We are open on specific days from 8:00 a.m. – 5:30 p.m. (\*Additional days may be added based on LVCSD calendar). K-5 Afterschool Elementary Enrichment Participants: \$20/day. All other active members (K-5<sup>th</sup> Grade) \$40/day. Registration in advance is required.

- September 25, 2023
- November 7, 2023
- November 22, 2023
- May 24, 2024

All active members in grades K-5 may register for Vacation Camp. The Daily Rate is \$45/day. Hours are 8:00 a.m. – 5:30 p.m. Field trips are offered at an additional registration and fee. Registration in advance is required.

- Winter Break Camp-February 20-22, 2024
- Spring Break 1- April 1-2, 2024
- Spring Break 2- April 22-26, 2024

## **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](mailto: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!