

Parent/Member Orientation



GREAT FUTURES START HERE.



BOYS & GIRLS CLUB
OF MILFORD



OUR MISSION

To enable all youth, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens

SIMON LAKE HOURS OF OPERATION

MONDAY – FRIDAY	3:00 – 6:00 PM
SCHOOL VACATION DAYS	9:00 AM – 5:00PM
EARLY DISMISSALS	THE CLUB WILL BE OPEN WHEN THERE IS EARLY RELEASE UNTIL 6PM

TEEN CENTER HOURS OF OPERATION

MONDAY – THURSDAY	2:00 – 7:00 PM
FRIDAY	2:00 – 10:00PM
SCHOOL VACATION DAYS	9:00 AM – 5:00PM
EARLY DISMISSALS	THE CLUB WILL BE OPEN WHEN THERE IS EARLY RELEASE UNTIL 7PM

TIMES ARE SUBJECT TO CHANGE WITHOUT NOTICE

DISCLAIMER

The Boys and Girls Club of Milford reserves the right to change its days and hours of operation based on need. ***There may be days that the club will close due to unforeseen circumstances such as inclement weather, emergency repairs etc.*** If such changes occur, parents/ guardians will be notified in advance via email and posting on BGCM website and social media platforms. Notification will be posted as early as possible to alleviate any inconveniences it may cause.

LATE POLICY

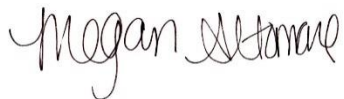
Be sure to pick up your child by their units posted closing times. Failure to do so will result in a late fee posted to the account of each child being picked up late. If there is no contact and after all contact alternatives have been exhausted the BGCM reserves the right to contact the proper authorities for assistance when members are not picked up by a reasonable time.

Welcome!

Welcome Dear Parents and Guardians,

Thank you for signing up your child for the Boys & Girls Club of Milford After school Program. We are excited to serve you and your family in our Simon Lake and West Shore – Teen Center Clubhouses this school year. As city-owned buildings that we rent, we share the Simon Lake Units building with two other agencies, the Board of Education and the Milford Police Training Academy. As a shared space, each of our agencies has taken the measures to separate our spaces through signage, separate entrances, and security systems. The operations of these organizations are entirely separate from the Boys & Girls Club and will not interfere with our programming. It is important that you discuss this with your child and explain the importance of respecting not only this rule, but all of the Boys & Girls Club of Milford's rules. The Boys & Girls Club of Milford Simon Lake Unit entrance is located at 59 Devonshire Rd. and is clearly marked by several signs. When parking at this unit, please park your car in the parking lot area and walk to the main entrance which is around the corner, also marked by signage to pick up or drop your child off. As part of the registration process you will partake in a tour and orientation. During this time please be sure to take the time to talk to the staff and learn the layout of our new building, become familiar with our entrance area and pick up and drop off procedures.

Very Truly Yours,



Megan Altomare, Executive Director



Jill DeWerdt, Director of Operations

Boys & Girls Club of Milford History

The Boys & Girls Club of Milford will service as its primary constituency youths between the ages of 6 to 18. These members will be served through a series of well-defined program areas whose objectives will encompass recreation, social development, educational growth, and cultural enrichment to assist them in reaching their potential as members of their families and citizens of the community.

The Club is a non-profit (501c3), private organization for dues-paying members. Memberships are required to use the Club facilities. Through a series of core program areas (character and leadership development; education and career development; health and life skills; the arts; and sports, fitness, and recreation) the Club strives to create among its members positive self identity, health and well being, positive values, a commitment to learning, social competency, and community and civic involvement.

The Boys & Girls Club of Milford is a drop-in program chartered by Boys & Girls Clubs of America, and is exempt from day care license laws, as per State Statue Section 528 Subsection (b) of section 19a-77(7), like schools and recreation department.

2019 – 2020 CLUB CALENDAR

SEPTEMBER

Monday, September 30th – Club Open 9-5**

OCTOBER

Wednesday, October 9th – Club Open 9-5**

Wednesday October 23rd – Half Day – Club Open 1-6

Thursday, October 24th – Half Day – Club Open 1-6

Friday, October 25th – Half Day – Club Open 1-6

Wednesday, October 30th – Half Day – Club Open 1-6

NOVEMBER

Tuesday, November 5th – Club Open 9-5**

Wednesday November 27th – Half Day – Club Open 1-6

Thursday November 28th – CLUB CLOSED

Friday November 29th – CLUB CLOSED

DECEMBER

Wednesday, December 11th – Half Day – Club Open 1-6

December 23-January 1st – CLUB CLOSED

2020

JANUARY

Wednesday January 1ST – CLUB CLOSED

Monday January 20th – CLUB CLOSED

Wednesday January 29th – Half Day – Club Open 1-6

FEBRUARY

Friday February 14th – Club Open 9-5**

Monday February 17th – Club Open 9-5**

Wednesday February 26th – Half Day – Club Open 1-6

MARCH

Thursday March 5th – Club Open 9-5**

Wednesday March 11th – Half Day – Club Open 1-6

Thursday March 12th – Half Day – Club Open 1-6

Friday March 13th – Half Day – Club Open 1-6

Wednesday March 23rd – Half Day – Club Open 1-6

APRIL

April 6th – 9th Club Open 9-5**

Friday, April 10th – CLUB CLOSED

Tuesday, April 28th - Club Open 9-5**

MAY

Wednesday May 20th – Half Day – Club Open 1-6

Monday May 25th – CLUB CLOSED

JUNE

Monday June 8th – Half Day – Club Open 1-6

Tuesday June 9th – Half Day – Club Open 1-6

Wednesday June 10th – Half Day – Club Open 1-6
(LAST DAY)

**** MUST BE PREREGISTERED TO ATT**

Registration & Membership



Membership in the Boys & Girls Club of Milford is open to children, regardless of race, color, religion, or national origin, between the ages of 5 and 16 years. The membership fee covers participation in the Club's core programs: social, cultural, sports, and recreational activities. For newly enrolling 5-year old's who have completed Kindergarten you must provide copy of birth certificate.

Registration can only be done online at www.Boysandgirlsclubofmilford.com **Your registration is not complete until you make your payment and complete our paper Disclaimer and Household forms.**

- The Fee to attend the BGCM afterschool program is \$200.00 per school year for Kindergarten through 12th graders.
- High schoolers are given the option of paying \$25.00 per school year while also contractually completing 25 hours of volunteer work before the last day of school. There are many opportunities given through out the school year to complete these hours.
- Middle School students are given the option to sign up for our WAVE Membership which is \$100.00 per school year. With this membership, members who attend WAVE can attend our teens center on days where WAVE is not open, including the holidays we are open.
- Membership Scholarships are available for those who qualify. Contact the Clubhouse for more information on the Scholarship Program.
- The After-School Program runs from the first to the last day of the Milford School District school schedule.



Transportation

The Boys & Girls Club is providing transportation from six schools in Milford: **JFK, Pumpkin Delight, Matthewson, Meadowside, Calf Pen Meadow, Orange Ave, St. Mary's and Bunnell High School.**

If you are signing up for transportation service, the fee for this is \$250.00 for the year and must be paid at the time of registration. There are limited spots on buses, and they fill quickly. Each bus is on a first come first serve basis. **You will not be added to the bus list unless your payment is made, and all required forms are handed in.** A waiting list will follow.

THE FOLLOWING RESTRICTIONS APPLY:

- All transportation must be for every school day to the Boys & Girls Club of Milford. There will be no split service, such as, 3 days at one location and 2 days at another.
- It will take one week to process new transportation requests. This allows all parties including the Clubhouse, the Bus Company and Milford Public Schools to coordinate.
- Online Membership Registration, Payment and all forms must be completed prior to riding the bus to the Boys & Girls Club of Milford.
- At any time, the Boys & Girls Club of Milford reserves the right to revoke transportation privileges based on behavior. Your membership and transportation fee are nonrefundable.
- If your member is 5 years old and over 40lbs the law states that they have to use a booster (which is provided) and a seatbelt. If a child is less than 40lbs, during registration, their parents will be asked to provide a 5-point harness car seat for their child.



Programming



EDUCATION & CAREER

These programs help create aspirations for the future and provide opportunities for career explorations and educational enhancement. Some of these programs include Project Learn, Power Hour: Making Minutes Count, Career Launch, Jr. Counselor Program, Immersion, Pen Pals, and Experiment with Fun.

CAREER & LEADERSHP

These programs are designed to help youth become responsible, caring citizens and acquire skills for participating in the democratic process. The programs also help youth develop leadership skills, like planning and decision-making, by providing opportunities for them to contribute to the Club and the community and celebrate our national heritage. Some of these programs include: Torch Club, Keystone Club, Girl Scouts, Be Great Club, and Mentoring.

HEALTH & LIFESKILLS

These initiatives develop young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults. Some of these programs include: SMART Moves/SMART Kids, SMART Girls, Passport to Manhood, Food for Thought, Garden Club, and Snack Attack.

THE ARTS

Programs in this core area enable youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing. Some of these programs include: Model Club, Fine Arts Exhibit, Making Memories, Into Focus, Fresh Beats, Hip Hop Dance, and Music & Rhythm.

SPORTS, FITNESS & RECREATION

These Club programs help develop fitness, a positive use of leisure time, reduction of stress, appreciation for the environment and social and interpersonal skills. Some of these programs include: SPLASH, Sports Club, Triple Play A game plan for mind, body and soul, Wanna Play, Get Fit Club, Yoga, and Running Club.

Club Rules, Policies & Important Information

GROUPS

Our members are divided by age group and rotate throughout the day. Each group has a dedicated and caring group of staff that are excited to spend time with your children after school.

TOILET TRAINING

The Boys and Girls Club of Milford does not accept children into membership who are not toilet trained. It is the same policy that governs acceptance into the public schools, which is designed not only to prevent “accidents and distractions” during the school day, but to ensure the wellbeing, health, and self-esteem of the child. However, from time to time, accidents may happen. In the event of an accident, you can expect these procedures to be followed:

- Club staff will provide clean clothes for the child to wear while waiting for parent to arrive (In the event of the child having an extra change of clothes)
- Parents will be notified immediately through the contact numbers provided on the child’s registration.
- Parents are expected to respond as quickly as possible and to bring dry clothing for their child, if there was not a change of clothes with their belongings.
- Huggies, Pampers or any other type of diaper or “pull up” are not acceptable undergarments and will be taken as a sign that a child is not toilet trained.

Any child who has more than two toilet accidents during a program season will be considered not toilet trained and will not be allowed to participate in Club activities for the remainder of that program season.

SNOW DAYS

If Boys & Girls Club of Milford has a delayed opening or full closure, the Boys & Girls club of Milford will be communicating their status through News 12, News 8 WTNH, and Chanel 4 News-NBC 30 as well as on our Boys & Girls Club of Milford Facebook page, our Remind App and via email. **In addition, when Milford Public Schools are closed or have early release due to inclement weather the Boys & Girls Club will be closed.**

GYM REQUIREMENTS

Your child must wear gym clothes and sneakers to participate in gym programs.

PERSONAL ITEMS

Please understand that children are responsible for their personal items. **Members are not allowed to bring toys, radios, hand-held video games, cameras or any other personal belongings to the Club.** These items attract attention and may be lost or stolen. The Boys & Girls Club is **not responsible** for any personal belongings that are lost or stolen at the Club.

SNACKS

The Boys and Girls Club of Milford provides a snack and a drink for each member every day at the club for free. We do encourage members to bring other snacks and drinks as well, in case they do not eat what is provided.

COMPUTERS & VIDEO GAMES

There is a sign-up sheet for members to use both the computers or any video game system with in the groups. Access to the internet is available for homework and such with permission from the staff. Any inappropriate use of the internet will result in Club discipline.

DISCIPLINE POLICY

First Step: Verbal warning

Second Step: Time-out (Two time-outs in the same day = 1-day suspension)

Third Step: Club suspension/parent meeting (3 Suspensions = Expulsion)

Causes for Immediate Suspension and/or Expulsion

- Fighting (even with your brother or sister)
- Use or possession of alcohol, drugs, or any other illegal substance
- Possession of a weapon or any item which could cause bodily harm
- Defacing or destroying the Club's property
- Disrespect towards a staff member
- Children are responsible for broken items that are not accidents. Children will not be permitted to use the Club until payment is made.

If your child is suspended from the Club, it is expected that they will be picked up from the Club immediately. If your Child is not picked up within one hour of us contacting you, an additional day of suspension will be added. The Executive Director and Board of Directors has the right to expel any member at any time for severe disciplinary issues

EMERGENCY INFORMATION

It is important that everyone cooperate fully with illness and emergency procedures; they are intended to protect the well-being of all members. Any change in **EMERGENCY INFORMATION MUST** be communicated to the Club immediately. This is the **ONLY** way this information can be updated in your child's file.

ILLNESS & EMERGENCY SITUATIONS

If a member becomes ill, staff will contact the parent/guardian. **It is expected that the member be picked up within 60 minutes after the call.** In case of accident, the parent/guardian will be contacted right away to determine the status of medical attention required and the best manner to provide adequate and proper aid. Emergency situations will be taken to the hospital immediately.

MEDICATION

If your child takes medication daily, please complete the parent section of the authorization of medication form and then have your physician fully complete the form. This includes inhalers and EpiPen's. Also, please make sure to fill out a Plan of Care form that you can find at the front desk.

HYGIENE

Proper hygiene is required for all Club members. Children should be clean, have clean clothes, and proper hair treatment. In the case of lice, all nits must be removed, and the child must have a doctor's written permission to return to the Club. Pink eye, coughing, and other medical problems must be treated before a child attends the Club. Parents must pick children up immediately, if a hygiene problem exists. All children must be toilet trained to attend the Club (policy available upon request). Also, if your child is of appropriate age please consider the use of anti-perspirant.

WHILE IN THE CLUB

- Members must not leave the Club without permission
- Fighting, swearing, smoking and gambling are prohibited
- Respect is a must... rudeness will not be tolerated
- Running, roughness, and horseplay are not permitted, Members must respect the rights of others
- Members **must** take good care of Club equipment. If they break it while using it improperly, you pay for it.
- Sitting on tables is prohibited
- Member must stay with their group

MEMBER DROP-OFF & PICK-UP:

- Members sign in and out of the building each day with our front desk staff. Once members have entered the building they will be considered signed in for the day. Once members leave the building they will be considered signed out for the day and will not be able to re-enter unless they are accompanied by their parent/guardian.
- Upon completion of the "Leave the Building" permission slip, Middle School members will be allowed to sign themselves out. If your child walks home, they must leave the property when they leave the building. The Boys & Girls Club is not responsible for your child once they leave our building.
- Children are not allowed to wait outside for their ride. For your child to be released from the program without a "Leave the Building" form, parents must come inside the Clubhouse. Children are only released to the people who are on the authorized pick up list.

ELECTRONIC COMMUNICATION

All information regarding the Club will be sent out electronically every Friday. Please make sure to keep your email address up to date to receive our notifications. You can also text BOYSANDGIRLSCLUB to 22828 to join our mailing list.

CELL PHONE AND TABLET USE BY CLUB MEMBERS

1. If a club member, parent, or other guest is in the Simon Lake Unit, he or she may only use his or her cell phone, tablet, or other mobile device in a designated area determined by the Executive Director, Director of Operations, or their designees unless special permission is granted by the Executive Director, Director of Operations, or their designees.
2. If a club member, parent, or other guest is in any unit of the Boys and Girls Club of Milford, he or she may not record video or take pictures of a person or event without their consent., post recorded video or pictures of a person or event on the internet or other electronic medium without their consent or record people or events at the club and stream them live via the internet or other electronic medium without their consent.

PARENTS HIRING EMPLOYEES

Employees of the Boys and Girls Club may work or volunteer for the parents of club members in a personal capacity. When working with a club member outside of structured club activities, the employee is doing so in a personal capacity and is not working on behalf of the club.

The Boys and Girls Club of Milford is not liable for the actions of any of its employees acting in a personal capacity. Boys & Girls Clubs employees are only responsible for club members during structured club activities. When interacting with club members outside of structured club activities, including but not limited to when the employee is hired by a club member's parent to perform a service, the employee is acting as an individual in his or her personal capacity and is not acting on behalf of the club.

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BOYS & GIRLS CLUBS
OF MILFORD