

# Parent Handbook



*Our mission is to help young people and our community; especially those who need us most, build strong character and realize their full potential as responsible citizens and leaders.*



**BOYS & GIRLS CLUBS  
OF BOSTON**

## **Franklin Hill Boys & Girls Club**

5 Shandon Rd., Dorchester, MA 02124

P: 617-282-2800

F: 617-282-2877

<https://www.bgcb.org/find-your-club/franklin-hill-club/>

## WELCOME

Welcome to Franklin Hill Boys and Girls Club! As we continue to build tomorrow's leaders our main priority is the growth and success of your child here at Franklin Hill. Building a strong team and community culture is the gateway to bridging an impactful after school program. Our program focuses on three priority outcomes; Academic Success, Good Character and Citizenship, and Healthy Lifestyles. In addition, we provide a safe haven filled with hope and opportunity, ongoing relationships with caring adults, and life-enhancing programs.

*Our Club culture is collectively created by staff, members, and parents/guardians. The following Club Community Values reflect the importance of RESPECT to create a positive, safe Club culture:*

- *RESPECT – Yourself and Each Other*
- *RESPECT – Staff and Visitors*
- *RESPECT – The Club and Property*

This handbook provides information about the Franklin Hill Club's program, expectations, and opportunities.

If you have any further questions, please contact us at the Club. Thank you for putting your trust in us to help your child stay safe and develop the skills necessary to succeed in life. We hope you all will become involved at the Club, and we look forward to making the Club experience as enriching as possible for your family.

Sincerely,

**Ashley Simpson**  
Club Director

## 2018-2019 CLUB SCHEDULES

Program	Grades	Hours	Notes
<b>After-School Program Hours</b>	Ages 6-12	Mon. – Fri. 2PM-6PM	<b>*Open 1pm on Wednesdays</b> <b>* Hot meals served starting at 4:15 PM</b>
<b>School Vacation/Holiday Hours</b>	Ages 6-12	Tues. – Fri. 9:00AM-4:00PM	Vacation weeks follow the BPS schedule. February & April Break ( lunch and snack provided)
<b>Summer Camp/Summer Program</b>	Ages 6-12	8AM-5PM	Licensed Camp (July-August)

### Membership Agreement

All parents/guardians are **required to attend member orientation**. Membership renewal is required on an annual basis. **A child's membership is based on his/her behavior as well as the behavior of the parent/guardian.**

### Arrival

Members will be expected to scan the membership card or sign in. Then members will wash their hands and be directed to their program area.

### Daily Dismissal

Parents **must** enter the club to pick up their child. **All walkers** will be released at 5:45pm.

All children **ages 6-9 MUST** be picked up by a parent/guardian. A child between the **ages of 6-9** can be picked up by a **teenage sibling** with **written consent**.

Children **ages 10-12** can walk home with a **written consent from their parent/guardian**.

### **Late Fees**

**Late pick-up fees** will be charged to parents/guardians starting at **6:10 PM** at the rate of **\$1.00 per minute per child** Monday through Friday unless your child is signed up for an Evening Program or attending a Club sponsored event. Parents/Guardians and member will be given notice of events and must give consent for the member(s) to attend events.

**Please note** that your child's membership may become in jeopardy as a result of **continuous late pick-ups**.

### **RULES & EXPECTATIONS**

At the Club, we believe Club members are great role models when they respect fellow Club members, the staff, the property, visitors, and themselves. Below are other reminders on how your child can be a great Club member.

#### **All members are expected to:**

1. Be respectful: use positive and respectful language; keep your hands, feet, and property to yourself.
2. All members are expected to clean up after themselves in each program area.

3. Gum chewing is not allowed in the Club.
4. Keep valuables and personal property at home (i.e., cell phones, portable gaming systems and other electronics). **The Club is not responsible for any lost or stolen items.**
5. Hats, headgear, bandanas, sagging pants, half-shirts, and shirts promoting drugs, sex, and/or violence are not allowed in the Club.
6. Members are allowed in supervised program areas **ONLY**.
7. Members are expected to adhere to all Club policies.
8. The Club is a drug-free & smoke-free environment.
9. Respect the Club's commitment to promoting healthy behaviors through our Health360 policies.
10. Members ages 6-12 are expected to spend a minimum of 30 minutes daily on homework or education.

## **INCLUSION INFORMATION & POLICY**

Inclusion at BGCB is focused on creating a sense of belonging. BGCB strives to create and sustain an environment that supports and values all members of our community. Our inclusive philosophy reflects our goal to provide an enriching afterschool and summer camp experience for young people of varied abilities and identities. Our inclusive practices and policies are designed to create a safe, welcoming, fun, and enriching environment for those with disabilities of all kinds, behavioral and social-emotional challenges, and young people who encounter other systemic barriers that may

impede their equitable participation in afterschool programs.

BGCB is committed to encouraging and welcoming diversity throughout our Clubs and organization.

BGCB does not discriminate on the basis of race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, or disability.

Furthermore, BGCB works intentionally to create an inclusive and positive environment for members of varied gender identities and sexual orientations and anyone marginalized by societal and cultural norms.

Whenever possible, BGCB makes reasonable accommodations to enable members to participate in the Club. Staff work to create welcoming and safe spaces with clear structures, routines, and expectations.

While all members are held accountable for their behavior and conduct, we recognize members require different levels of support to meet the Club's expectations.

Currently, our Edgerley Family South Boston Boys & Girls Club and our Charlestown Boys & Girls Club have the greatest capacity to support special needs.

Working together with families, schools, and other providers our staff are committed to learn all we can about our members to help them be successful.

When our capacity to maintain a safe environment for all doesn't meet the needs of young people, BGCB will support families to find out of school time programs that better meet their needs.

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### **Behaviors & Circumstances the Club Cannot Support**

Due to Club policies and limited resources, the Club does not extend membership to individuals who, at the time of application, are:

- Unable to express needs at age-appropriate or near age-appropriate level (member is unable to explain why they're upset, etc.)
- Requiring assistance of staff while toileting or dressing
- Requiring one-to-one support and/or monitoring in program areas or on field trips

The following behaviors do not necessarily warrant separation from the Club based on one occurrence, but a recurrence of the behavior may result in suspending or terminating membership for a specified amount of time:

- Fighting/physical aggression towards members or staff
- Self-harm behaviors (head-banging, hitting self, picking skin, etc.)
- Eloping/" running" (leaving the building without permission, going to unsupervised areas in the Club, straying from the group in the Club or while on field trips)
- Threatening statements/verbal aggressions towards members or staff
- Stealing from members or staff
- Using sexualized language or gestures
- Improper use of technology/social media
- Bullying, teasing, taunting, picking on, or ganging up on other members physically, verbally, or by electronic/video means.

**Behaviors that will automatically result in suspension and/or termination of membership at the discretion of the Club Director:**

- **Possessing weapons, drugs, alcohol, or associated equipment**
- **Fighting/physical aggression that causes significant harm to members or staff**
- **Sexual assault, attempted sexual assault, or sexual harassment**





## Health360 update

In addition to Academic Success, Good Character and Citizenship, **Healthy Lifestyles** is one of the Boys & Girls Clubs top priorities.

**Health360** reflects our holistic approach to health promotion and health education. Our Health360 Policies were designed to create a Club culture of wellness, where the healthy choice is the easy choice.

The **Health360 Policies** cover four key areas:

- Exercise (providing members daily opportunities)
- Screen time (limiting recreational use of phones)
- Beverages (sugary drinks unwelcome)
- Food (junk food unwelcome)

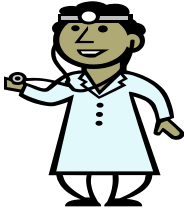
The end-goal of these policies is to make nutritious foods easily accessible at scheduled BGCB events and to encourage our members to be more active and engaged through the example of our staff.

As their role model and leaders, Club administrators and staff are responsible for not only teaching health-

promoting behaviors but also modeling these behaviors as well.

### **Meal Time or Snacks**

The Club offers free, healthy snacks or dinners in the evenings. This service is open to all members at no additional cost.



### **Member Health and Safety**

If your child **stays home sick** or is sent home from school, **he or she will not be able to attend the Club that day**. If your child has anything contagious including bed bugs, pink eye, or strep, you must provide written consent from your doctor allowing your child to attend the Club.



### **Snow Policy**

Weather-related Club closings will be listed on TV news stations. The One Call System will be implemented to notify families of closings and schedule modifications.

## **Frequently asked questions:**

### **Is there a Lost & Found?**

All unclaimed items will be placed in the Club lobby.

### **Can my child have Visitors while at the Club?**

Please check in with the office located at the front of the club.

### **How can I get in contact with someone at the Club?**

## **COMMUNICATIONS & CLUB CONTACT INFO**

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### **Club Director**

Ashley Simpson, [asimpson@bgcb.org](mailto:asimpson@bgcb.org)

### **Sr. Team Leader**

Tracey Bullock, [tbullock@bgcb.org](mailto:tbullock@bgcb.org)

### **Timely Email/Phone Updates!**



We encourage **ALL** parents to provide us with a current email address and phone number. Email is one of our fastest and most efficient methods for communicating with parents, so please check with our Director to ensure we have your correct

information. We also have a one call message system that we utilize to communicate to parents.

***Please make sure to keep your child's application current, both in case of emergency and for Club updates.***