BOYS & GIRLS CLUBS
OF BOSTON
HENNIGAN CLUB

Parent Handbook

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

Boy & Girls Clubs of Boston
Hennigan Club
(located inside Hennigan School)
200 Heath Street
Jamaica Plain, MA 02130
617-427-0144

WELCOME

On behalf of the Hennigan Club Staff, I welcome you to our after-school program. Your child will have many opportunities to learn, have fun, and make friends, all within the safe and welcoming environment of 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.

This handbook provides information about the Hennigan Club's programs, expectations, opportunities and partnerships. Please use it as a reference, and if you have further questions, please contact the Club by email or phone, or stop by any time to set up an appointment.

This school year, The BGCB Hennigan Club has partnered with City Year. Nine City Year AmeriCorps members serve as tutors, mentors, and role models alongside classroom teachers in grades 3-8 at the Hennigan. They support students with their attendance, social-emotional growth, and academics, specifically in math and ELA. After school, City Year Corps Members will support students with their homework. This is the first year City Year and Boys and Girls Clubs are partnering together at the Hennigan, and we are excited to continue to build our relationships both, as organizations, as well as with students in the after school space.

We hope you will become involved at the Club, and look forward to making the Club experience as enriching as possible for your family!

Sincerely,
Marisol Ayala, M.Ed.
mayala@bgcb.org

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2018-2019 CLUB Calendar Closings

	Date	
Columbus Day	10/08/2018	Closed
Thanksgiving Break	11/21/17-11/23/2018	Closed
Christmas Break	12/24/18-1/02/19	Closed
Martin Luther King Jr.	1/21/19	Closed
February Break	2/18-2/22/19	Closed
April Vacation	4/15-4/19/19	Closed
Memorial Day	5/27/19	Closed
Last day of Program	TBD	

Please note: Hennigan Club follows Boston Public Schools Calendar. Follow news stations for school closings due to the weather.

Programs

Power Hour- members have 55 minutes of dedicated time for homework supervision.

Girls L.E.A.P- **L**ifetime, **E**mpowerment, & **A**wareness **P**rogram- A self-defense and safety program for girls in grades 4-6. Wednesday's from 3:30-4:30 pm.

Peace through Play- A student-run program promoting peace in local Boston public schools. Friday's from 3:30-4:30 pm

Y.U.R.P- **Y**outh **U**nited **R**espected & **P**rotected- a program for young men in grades 5 & 6 specifically designed to provide a safe haven to fellowship, discuss, and debate about topics amongst boys.

Club Choices

Hydroponics- this program is geared to 4th grade members. This program will help members learn to grow vegetables using only water. (Please look out for our sales table once the vegetables are ready for sale).

Sewing Class- members are able to learn simple ways to create projects using yarn and needle (safe for all ages).

Bucket Drumming- Members are able to create music using simple buckets and drumsticks.

Lego Club- Members will be able to create shapes and objects using legs.

Juggling Club- members will learn how to juggle small balls using basic methods.

Dance Class- members will be able to learn basic dance moves while promoting violent-free and foul-free language music.

Swim Class- members will have the option of attending swimming lessons once per week.
TBD- will send home notification as to when it will begin
Please send your child in with the appropriate attire.

Gym Class-members are given drills and challenges for a better health system.
Grades 4, 5 & 6 will attend on Monday's
Grades 5 & 6 will attend on Tuesday's
Grades 1, 2, 3 will attend on Wednesday's

****All members who would like to participate in Gym class or Swim class must fill out the "BCYF Application (attached) along with a $5 fee****

Athletic Teams

Our club offers diverse athletic opportunities, from swim team to basketball. The goal of the competitive leagues is to teach members healthy habits and physical fitness, teamwork, good sportsmanship and to have fun. We encourage parents to attend games at the Club and welcome parent involvement in coaching and celebrations. We request that parents and guest's role model our commitment to good sportsmanship and cheer for their own team but not against the visiting team. Behavior agreements will be required for any member participating in a competitive league.

RULES & EXPECTATIONS

At the Club, we believe that if Club members remember to respect themselves, fellow Club members, the staff, the property, and visitors, then they are great role models for everyone. Below are other reminders on how your child can be a great Club member: You can help us by reinforcing these messages at home.

1. Respect: In addition to the above, use positive and respectful language; keep your hands, feet, and property to yourself.

2. Bullying, teasing, picking on, and ganging up on others will not be tolerated.

3. Try your best and support others in all activities.

4. Be friendly to all Club members and visitors.

5. Keep the Club clean.

6. Gum chewing is not allowed.

7. Keep all valuables and personal property at home (i.e., cell phone, portable gaming systems and other electronics). The Club is not responsible for any lost or stolen articles.

8. Dress respectfully: hats, headgear, bandanas, sagging pants, and half-shirts are not allowed. Shirts promoting drugs, sex, and/or violence are not allowed.

9. Only go into areas that are supervised by staff and follow the expectations that are specific to each area.

10. Listen to staff direction.

11. The Club is a smoke-free environment

Orientation Period

To ensure the Club is able to provide adequate support, all new memberships begin with a 3-month Orientation Period. The Orientation Period is designed to provide time for your child to get to know our Club, and for our staff to get to know your child. If you or the Club leadership determine we're unable to provide the level of support needed to ensure you child's success at the Club, we will refund the membership fee, and provide a list of resources outside our Club network. During the Orientation Period, we plan to be in touch with you to share how your child is doing, and we'd love to hear feedback from you as well, based on your understanding of your child's experience.

Inclusion and Diversity

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 than 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.

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:

o Unable to express needs at age-appropriate or near age-appropriate level (member is unable to explain why they're upset, etc.)

o Requiring assistance of staff while toileting or dressing

o 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:

o Fighting/physical aggression towards members or staff

O 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)

o Threatening statements/verbal aggressions towards members or staff

o Stealing from members or staff

o Using sexualized language or gestures

o Improper use of technology/social media

o 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 Executive Director:

o Possessing weapons, drugs, alcohol, or associated equipment

o Fighting/physical aggression that causes significant harm to members or staff

o Sexual assault, attempted sexual assault, or sexual harassment

PROCEDURES & POLICIES

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. In addition, members and their families are expected to adhere to all rules and policies.

All children **ages 6-9 MUST** be picked up by a parent/guardian. A child between the **ages 6-9** can be picked up by a **teenage sibling** with **written consent. NO EXCEPTIONS**.

Snow Policy-
Hennigan Club weather-related closings will be listed under Boston Public Schools. When BPS is closed, Hennigan Club will also be closed. Announcements will also be made through our OneCall Service either by email, voice message or both.

Visitors
All visitors **MUST** check in at the main office to ensure everyone's safety. All visitors are at no time allowed to be with member without Club Staff supervision.

Those **picking up a child** must **wait in the lobby area** while the child is dismissed from the program area.

Visitors who have been approved to participate in a program area must sign in and wear a **visitors badge** (found in office) **at all times.**

For family events, all visitors must sign in at the front desk and stay in the event's designated area(s).

All **approved "walkers"** must leave at dismissal time. A member may not wait in the lobby or in front of the building for pick up. If your child stays until the end of the program day, please follow these schedules and procedures.

Cell Phone Policy

The use of cell phones at the club will be restricted during specific program time and for different age groups. We ask that if you need to communicate with your child while he/she is at the club that you do so by calling the front desk- Not by calling their cell phone to help comply with the policy. Phones should not be used to take any pictures at the club or on club related trips unless with permission and supervision of staff. Phones should not be brought in the locker rooms or bathrooms. Posting pictures, videos or information about the club, other members or staff on social media is not allowed. If a member is caught violating this policy,

there will be consequences up to and including time off from the club or termination or membership. We ask that parents help reinforce this policy with their children.

Early Dismissal

Parents can pick up their children any time by visiting the front desk. Members will proceed to the lobby once they have been called. To ensure everyone's safety, we require that parents stay in the lobby until their child arrives.

Late Fees

L**ate Pick-up fees** will be charged to parents/guardians starting at 6:01 PM at the rate of $1.00 per minute Monday through Friday.

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

Lost & Found

Lost items will be kept in the Hennigan School main office.

Health360

The club offers a free, healthy hot dinner. Meals are prepared daily from City Fresh who is our vendor.

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.

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 program that day. Sick children should stay home until there is **no fever for 24 hours or until cleared by a doctor.** If your child has anything contagious including bed bugs, head lice, pink eye, or strep, you must provide written consent from your doctor allowing your child to attend the program.

Partnerships

City Year
Museum of Fine Arts-Boston
New England Aquarium
Boston Health Commission
Boston Center for Youth & Families-Hennigan
Northeastern University
Farrington Farm in Lincoln, Mass
City Fresh- meals
Fidelity Investments
Soft Choice Cares

Volunteering

There are many year-round opportunities to donate your time as a Club parent or guardian, and hours are flexible. Participating in baked good drives, helping to plan the Club's road race or taking part in a spring clean-up project are just a few examples

If you are interested in volunteering please contact Josh Durando at 617-994-4700 or email at Jdurando@bgcb.org.

FIND US ON THE WEB
www.bgcb.org

The Hennigan Club is one of 10 Clubs operated by Boys & Girls Clubs of Boston.

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