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.

**Gerald & Darlene Jordan Boys & Girls Club**  
30 Willow Street  
Chelsea, MA 02150  
P: 617-884-9435

https://www.bgcb.org/find-your-club/jordan-club/
WELCOME

On behalf of the staff and Advisory Board of the Gerald and Darlene Jordan Boys & Girls Club, we 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 Jordan Club’s programs, expectations and opportunities as well as our new health initiative, Health 360. 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.

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,

Gina Centrella,
Jordan Club Executive Director
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Find us on Facebook
facebook.com/boysandgirlsclubsofboston
Also look for:

The Jordan Club is one of over 11 Clubs operated by
Boys & Girls Clubs of Boston:
200 High Street, 3rd Floor
Boston, MA 02110
P: 617-994-4700
Josh Kraft, Nicholas President and CEO
Jordan Boys & Girls Club Schedule

<table>
<thead>
<tr>
<th></th>
<th>Ages</th>
<th>Hours</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td><strong>After-School Program Hours</strong></td>
<td>6-12</td>
<td>Mon. to Fri.</td>
<td>Club hours will be adjusted on Chelsea Public School half days.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2-6 PM</td>
<td></td>
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<tr>
<td></td>
<td>13-18</td>
<td>Mon. to Fri.</td>
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<tr>
<td></td>
<td></td>
<td>2-8:00 PM</td>
<td></td>
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<tr>
<td><strong>School Vacation / Holiday Hours</strong></td>
<td>6-12</td>
<td>9 AM – 4 PM</td>
<td></td>
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<tr>
<td></td>
<td>13-18</td>
<td>9 AM – 6 PM</td>
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<tr>
<td><strong>Summer Camp Hours</strong></td>
<td>6-12</td>
<td>Mon. to Fri.</td>
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<td>9 AM – 3 PM</td>
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<tr>
<td></td>
<td>13-18</td>
<td>Mon. to Fri.</td>
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</tr>
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<td></td>
<td></td>
<td>9 AM – 6 PM</td>
<td></td>
</tr>
<tr>
<td><strong>Office / Building Hours</strong></td>
<td>9 AM – 2 PM</td>
<td></td>
<td>During the school year, please use the back parking lot entrance before the Club opens to members. Please use the front entrance when the Club is open to members</td>
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## COMMUNICATION AND CLUB CONTACT INFO

<table>
<thead>
<tr>
<th>Title</th>
<th>Phone number</th>
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<tbody>
<tr>
<td>Aquatics Director</td>
<td>617-516-5476</td>
</tr>
<tr>
<td>Art Director</td>
<td>617-516-5475</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>617-516-5477</td>
</tr>
<tr>
<td>Education Director</td>
<td>617-516-5480</td>
</tr>
<tr>
<td>Social Rec. Director</td>
<td>617-516-5484</td>
</tr>
<tr>
<td>Social Worker</td>
<td>617-516-5481</td>
</tr>
<tr>
<td>Technology Director</td>
<td>617-516-5474</td>
</tr>
<tr>
<td>Teen Director</td>
<td>617-516-5481</td>
</tr>
<tr>
<td>Teen Center Staff</td>
<td>617-516-5483</td>
</tr>
<tr>
<td>Music Clubhouse Dir.</td>
<td>617-516-5486</td>
</tr>
<tr>
<td>Maintenance Director</td>
<td>617-516-5479</td>
</tr>
</tbody>
</table>

**Executive Director**
Gina Centrella, gcentrella@bgcb.org, 617-516-5471

**Director of Operations**
Bri Rafford Varley bvarley@bgcb.org, 617-516-5470

**Program Director**
Kelly Lawler klawler@bgcb.org, 617-516-5482

**Membership Director**
Carmen Nieves, cnieves@bgcb.org, 617-516-5478

**Social Worker**
Katelyn Ouimet, kouimet@bgcb.org, 617-516-5481

**Director of Community Development and Administration**
Lisa Gillis, lgillis@bgcb.org, 617-516-6572

**Timely Email Updates!**
We encourage parents to provide us with a current email address and to check frequently for club messages. We will announce special events, schedule changes and other club happenings. We also have a One Call message system that we utilize to communicate with parents.

Please make sure your contact information is up to date with our Membership Director.
FAMILY ENGAGEMENT OPPORTUNITIES
To receive more information on any of the Family Engagement Opportunities below, please contact the club Social Worker at kouimet@bgcb.org

**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 guests 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.

![Swimming pool](image)

**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.

**Parent Workshops**
Parent workshops are available throughout the year. We encourage you ask about upcoming workshops when you pick your child up from the Club.
Fundraising
In an effort, to keep the cost of membership low for children and teens, the Club relies heavily on fundraising to keep our doors open and our programming effective. The Club is always in need of parents willing to share their personal story of the Club’s impact on their family or child. If you are interested in being an advocate for the Club, or helping to raise funds for an upcoming event or campaign, please let the Executive Director know.

Events
The Jordan Club hosts several events throughout the program year to bring families and the community together. Whether it’s a Halloween parade or a free Thanksgiving meal, we invite you to be a part of our community, meet the staff and see first-hand the difference the Club is making in the life of your child.

Monthly Parent/Family Nights and Events
Each month the club will host a night in which parents can come and play with members to experience what their children do every day. Members of all ages are invited to bring a parent or other family adult to participate.
RULES & EXPECTATIONS
At the Club, we want all members to have fun, be safe, feel included and be successful. In order for this to occur, the members must remember to respect themselves, fellow Club members, the staff, property and visitors. Below are the rules and expectations that members must follow in order to help us maintain a positive club culture. Parents: You can help us by reinforcing these messages at home.

1. Be a positive club member: Be friendly, encourage others, listen to others, follow staff directions and have fun!
2. Be respectful: Use positive and respectful language; keep your hands, feet, and property to yourself. Taking pictures and video is only allowed under the direct supervision of staff. Pictures or videos are strictly forbidden from being taken in bathrooms or locker rooms.
3. Be responsible: All members are expected to clean up after themselves and help keep the club clean. No gum chewing is allowed.
4. Participate in activities: Try your best and support others in all activities. Members ages 6-12 are strongly encouraged to spend time daily in the learning center or education space.
5. Dress appropriately: Bandanas, headgear, sagging pants, half-shirts, and shirts promoting drugs, sex and/or violence are not allowed in the Club.
6. Keep the club safe: No fighting, physical altercations, stealing, inappropriate sexual conduct, possession of weapons, drugs, alcohol, or associated equipment (lighters, rolling paper, etc.) The club is a drug free and smoke free environment.
7. There is a zero tolerance policy for bullying, teasing, taunting, picking on or ganging up on others physically, verbally or by electronic/video means. This behavior will not be tolerated and may result in time off or permanent removal from the club.
(Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.)

8. Stay in supervised areas ONLY and with your assigned group. Follow the specific expectations in each program area.

9. Keep all 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.** If something is found it MUST be turned it to the front desk or an adult staff, keeping found items will be considered stealing.

10. Respect the Club’s commitment to promoting healthy behaviors through our Health360 policies.
Expectations and Policies

Membership Agreement
A child’s membership is based on his/her behavior as well as the behavior of the parent/guardian. I understand that members and their families are expected to adhere to all rules, policies, and regulations set by the Club.

I further understand that if my child’s behavior or other family representative’s behavior endangers the overall safety, security, and supervision of themselves and/or others, that he/she may be dismissed from the Club upon review by staff and the directors.

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 your 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.

Behavior Management
The Behavioral Management System for the Boys & Girls Clubs of Boston provides the support necessary to help members to be successful. All club staff are trained in positive discipline, proactive approaches to youth development and effective interventions. The behavior management system is aimed at helping members have fun, be successful, feel engaged, build strong relationships with staff and peers, feel safe and feel like they belong in the club.

A child’s membership is based on his/her behavior as well as the behavior of the parent/guardian. Members and their families are expected to adhere to all rules, policies and expectations set by the Club. When a member violates a policy every effort will be made to work with the member and his/her family to rectify the behavior and have the experience be a learning opportunity for the member. However, if a child’s behavior or other family representative’s behavior endangers the overall safety, security of the club, staff or other members, the child’s membership may be revoked. A member’s behavior outside of the Club or in school may also influence membership status. As much as we’d
like to serve everyone, there are some youth for whom BGCB is not an appropriate fit. Club leadership will assess whether the club has the appropriate staff expertise and resources to provide a safe, fun and inclusive environment for each member.

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 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.
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 Executive 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
Procedures and Daily Routine

Arrival
Please follow the Club's Hours of Operation on page 4. Doors will open at 2 PM on school days and other hours as noted previously.

- When dropped off by the buses or family, members must come directly into the Club and use their card to sign into the building.

Early Dismissal
Parents can pick up their children any time by visiting the front desk. The Membership Director or Front Desk Staff will contact the program area your child is in and will have him/her sent to the front desk. To ensure everyone’s safety, we require that parents stay in the lobby until their child arrives. Please sign your child out at the front desk if you are dismissing them before the normal dismissal time. Also, if a child is being picked up by someone other than guardian, the parent must notify the club in advance and that person will be asked for their photo Id and a copy will be kept on site.

Daily Dismissal
- On School Days, dismissal begins at 5:45 PM.
- During summer camp, dismissal begins at 2:50 PM.
- For no school days/vacation days, dismissal begins at 3:50 PM (Club closes at 4pm for ages 12 & under)

All members must wait in their program area for pick up. All children under the age of 10 require a guardian or teen sibling to dismiss them. All members ages 10-12 may walk home if they are approved by their parents/guardians. Walkers must leave at dismissal time. If your child stays until the end of the program day, please follow these schedules and procedures.

Late Pick Up Policy
Club members ages 12 and under must be picked up promptly by 6PM unless registered for an Evening Program or other Club sponsored event. If a Club member is registered for an Evening Program he/she must be picked up promptly at the end of the program in order to avoid any associated fees.

- During the summer, pick up is at 3 PM for all 6-12 year olds, unless they are registered for After-Camp hours.
- During vacation days, members ages
- 6-12 must be picked up by 4 PM, unless they are registered for After-Care.
Families will be charged $1 per minute per child for late pick up. In addition, certain fees may be charged as a result of continuous late pick up.

**Visitors Policy**
All Visitors MUST check in at the front desk to ensure everyone’s safety. Those picking up a child must wait in the lobby 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 visitor’s tag at all times.

For community or family events, all visitors must sign in at the front desk and stay in the event’s designated area(s). At no time are any visitors allowed to be with members without the supervision and approval of Club staff.

**Lost & Found**
Lost items will be kept in the lobby/youth lounge area until the end of each month, at which time all items will be donated to charity.

**Snow Policy**
Weather-related Club closings will be listed on TV news stations. If the Club is going to close at 6 PM due to weather (and not have any night programs), the staff will contact all families of members who were supposed to stay to ensure that they are safely dismissed. The One Call System will be implemented to notify families of closings and schedule modifications.

**Kids Café and Snacks**
The Club offers free, hot dinners in the evening. This is open to all members, ages 6-18, at no additional cost. During vacation days, lunch is offered to all members as well. During summer camp, both breakfast and lunch are offered.

If members chose to bring their own food we ask that they adhere to our Health 360 policies and avoid bringing in fast food, soda, and junk food. They will also be asked not share it. We have many club members with different allergies and ask that all peanut and tree nut products be left at home. If members have these items we will offer them an alternative snack and ask them to put them away.
Cell Phone Policy
The use of cell phones at the club will be discouraged. 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.

Valuables at Club
We encourage members to keep all valuables at home. The Club is not responsible for items that are lost, stolen or damaged. Lockers are available for members to store items. Locks must be removed at the end of each night.

Member Health and Safety
If your child stays home from school for any reason, including being sick, or is sent home from school for any reason, he or she will not be able to attend the Club that day. Sick children should stay home until there is no fever for 24 hours or until cleared by a doctor.

Transportation
The Jordan Club offers limited transportation through Malden YMCA transportation. The bus picks up at the Mary C. Burke Complex. We have added van pickups to the Excel Charter School in Chelsea and St. Rose School in Chelsea. Contact Bri Rafford-Varley, bvarley@bgcb.org or Lisa Gillis at Lgillis@bgcb.org for more info.
Social Services
Our mission for social services is to help members discover and develop their strengths and interests, learn positive social skills, and overcome obstacles so they may pursue a safe and healthy lifestyle. We strive to help create an environment in which youth have the best opportunity to have healthy emotional and social experiences so they may develop skills to become productive members of society.

The Club’s Social Worker is a resource for families, and parents should feel free to reach out for support for themselves and/or their child. We want to work with parents in a partnership to create the best opportunities to thrive for each child.

Teen Center Program
The Jordan Boys & Girls Club Teen Center is open to youth ages 13-18. We offer a range of activities and programs that focus on three core areas: Academic Success, Good Character and Citizenship, and Healthy Lifestyles to assist youth in becoming well rounded individuals. Our mission is to provide enriching programs that give teens the opportunity to flourish as positive leaders, excel academically, and gain exposure to several career and vocational options to prepare them for life after the club.

Teen Education
The Teen Education Center seeks to serve the academic needs and interests of our members through comprehensive educational programming in tandem with Standard BPS Curriculum Guidelines. The disbursement of programming will increase educational opportunities, enhance scholastic achievement, promote leadership and civic engagement and encourage cultural and social awareness. Creative and inspirational programming offered will enrich and further familiarize members in core academic disciplines. Inspiring youth to maximize their abilities and assist in their development as lifelong learners serves as a foundation for all educational programming.
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.
<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Sept. 12th-</td>
<td>Myra Kraft Opening Day</td>
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<td>Oct. 8th -</td>
<td>Columbus Day: CLUB CLOSED</td>
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<tr>
<td>Nov. 12th-</td>
<td>Club Open 9:00-4:00</td>
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<td>Nov. 21st-</td>
<td>Club Open 9:00-4:00</td>
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<td>Nov. 22nd-23rd</td>
<td>Thanksgiving: CLUB CLOSED</td>
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<td>Dec. 25th-31st</td>
<td>Christmas Holiday:</td>
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<td>Jan. 1st</td>
<td>New Year’s Day: CLUB CLOSED</td>
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<tr>
<td>Jan. 2nd</td>
<td>Club Reopens</td>
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<td>Jan. 21st</td>
<td>MLK, Jr. Holiday: CLUB CLOSED</td>
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<td>Feb. 18th</td>
<td>President’s Day: CLUB CLOSED</td>
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<td>Feb. 19th-21st</td>
<td>School Vacation: Open 9:00-4:00</td>
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<td>Feb. 22nd</td>
<td>Staff Prof. Dev. Day: CLUB CLOSED</td>
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<tr>
<td>Apr. 15th</td>
<td>Patriots Day: CLUB CLOSED</td>
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<td>Apr. 16th-19th</td>
<td>School Vacation: Open 9:00-4:00</td>
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<td>May 27th</td>
<td>Memorial Day: CLUB CLOSED</td>
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<td>June TBD</td>
<td>Last day of the Club</td>
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**Dates are subject to change**
CLUB SPECIAL EVENTS & FUNDRAISERS

Myra Kraft Opening Day
   September 12, 2017

Halloween Party & Haunted House
   October 2018

Family Thanksgiving Dinner
   November 2018

Annual Online Auction
   November 2018

Holiday Party
   December 2018

Family Cookout
   May 2019

Chelsea Chase 5k
   In collaboration with
   Chelsea Police Relief Association
   Spring 2019