



BOYS & GIRLS CLUBS  
OF BOSTON

# CHARLESTOWN CLUB 125 YEARS



# PARENT HANDBOOK 2018-19

On behalf of the Staff and Advisory Board of the Charlestown Boys & Girls Club, I welcome you to our club. We focus 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

In addition to our Club Community Values, *Health360* reflects our commitment to promoting healthy lifestyles at the Club.

This handbook provides information about our programs, expectations and opportunities. Please use it as a reference. 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,

Derek Gallagher  
Executive Director

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## 2018-19 CLUB SCHEDULES

	<b>Grades</b>	<b>Hours</b>	<b>Notes</b>
<b>After-School Program Hours</b>	1 & 2	Mon. to Fri. 1:30 - 6:00PM	For grades 3 – 7 see our Evening Program schedules each quarter to register for special night activities.
	3-7	Mon. to Fri. 1:30 - 8:00PM	
	7–12 (Teens)	Mon. to Fri. 1:30 - 8:00PM	
<b>Saturday Program Hours</b>	7–12 (Teens)	Sat. 11:00AM - 4:00PM	At High Street from October-May
<b>School Vacation Hours</b>	1-7	9:00AM – 4:00PM	See annual calendar for dates on final page.
	7 – 12 (Teens)	11:00AM – 6:00PM	
<b>Summer Camp Hours</b>	1-8	Mon. to Fri. 9:00AM-4:00PM  Extended hours 8AM-5:30PM	July & August – 7 weeks
<b>Summer Teen Evening Program</b>	7–12 (Teens)	Mon. to Fri. 4:00-8:00PM	High Street Building

## FIND US ON THE WEB

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

The Charlestown Club is one of 11 Clubs operated by Boys & Girls Clubs of Boston.

### Main Office:

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Josh Kraft, Nicholas President and CEO



BOYS & GIRLS CLUBS  
OF BOSTON



### Find us on Facebook

[facebook.com/BoysAndGirlsClubsOfBoston](https://facebook.com/BoysAndGirlsClubsOfBoston)



## **Charlestown Boys & Girls Club**

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## **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, efforts 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.

The following Rules and Expectations should be observed at all clubs:



## **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/Guardians: 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 in 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



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.

## PROCEDURES & POLICIES

### 1. Membership Agreement

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.** Members and their families are expected to adhere to all rules, policies, and regulations set by the Club. A member's behavior outside of the Club or in school may also influence membership status.

**If a child's behavior or other family representative's behavior endangers the overall safety, security, and supervision of themselves and/or others, he/she may be dismissed from the Club upon review by staff and the directors.** Being a Club member is a privilege, and if a member cannot follow the Club's policies, rules, and expectations, his or her Club membership may be revoked.

To ensure the Club is able to provide adequate support, all new memberships begin with a 3-month Orientation Period. This is designed to provide time for your child to get to know the Club and for our Staff to get to know your child. If you or the Club Leadership determines 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 network. During the Orientation Period we plan to be in touch with you to share how your child is doing. We would love to hear feedback from you as well based on your understanding of your child's experience.

### 2. Arrival

**Please follow the Club's Hours of Operation on page 4.**

Unless you make special advance arrangements with the Executive Director to accommodate an emergency situation, your child should not arrive before the Club doors open, as we are unable to provide supervision outside of the building. If your

child is absent from school, they should NOT be attending the Club

### **3. Daily Dismissal**

**Please discuss the dismissal plan with your child, whether they should take the shuttle bus, walk, or be picked up.** We understand that something may come up last minute, but this plan should most often be established prior to your child's arrival at the club for the day. It can be difficult to relay messages to members about changes in plans, especially as it gets closer to dismissal time.

#### ***Shuttle Bus***

We offer a shuttle bus to those members who live in Charlestown. **Members aged 6-9 years must be picked up at the bus stop by a parent/guardian. A child between the ages of 6-9 can be picked up by a teenage sibling with written consent.** Further details and sign-up can be found on the Shuttle Bus Permission Form.

#### ***Walkers***

**Members ages 10 and up can walk home with written consent from their parent/guardian.** Members aged 6-9 years can only walk home with a sibling that is at least 12 years old.

#### **Text/One Call and Email**

We require parents to provide us with up-to-date phone numbers and email address. Through these, we communicate important club messages, updates, and schedule changes. **Email and Text Messaging is our fastest and most efficient method for communicating with parents, so please check with our Membership Director to ensure we have your correct information.**

### **4. Phone Policy**

If you need to reach your child while he or she is at the club, you can call the main number (617-242-1775) and ask for your child

to call you back. We cannot put parents on hold to wait for a member to come to the front desk. Cell phones are NOT allowed and must be checked at the Front Desk. If you need to communicate with your child, please call the Front Desk and we will have your child call you back

Please understand we cannot have parents/guardians call continuously throughout the day as both Staff and Members are in programming.

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 of membership. We ask that parents help reinforce this policy with their children.

### **5. Lost & Found**

Lost items will be kept in the Games Room coatroom until the end of each month, at which time all items will be donated to charity.

### **6. Snow Policy**

Weather-related Club closings will be listed on TV news stations. If the Club is going to close early due to weather (and not have any night programs), members and 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.

### **7. Food Program**

The Club offers free dinners. This is open to all members, ages 6-18, at no additional cost. During vacation days, breakfast and lunch is offered to all members. During summer camp, breakfast and lunch is offered. **We do not allow food to be brought into the Club during the school year.**

## **8. Valuables at Club**

**We encourage members to keep all valuables at home.** The Club is not responsible for items that are lost, stolen, damaged, or become dirty.

## **9. 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. 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.

## **10. 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. Sick children should stay home until there is no fever, vomiting or diarrhea for 24 hours or until cleared by a doctor.

If your child has a medical condition that requires emergency medication such as an epipen for allergies or inhaler for asthma, it is the parent/guardian's responsibility to notify the Club's Program Director. Your child may not be able to participate if one is not readily available.

## **11. 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.

## **SUPPORT SERVICES**

### **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.

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

### **Social Work**

Our mission 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 aim 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, parents should feel free to reach out for support for themselves and/or their child.

### **FAMILY ENGAGEMENT OPPORTUNITIES**

Various family engagement events take place during the year, including Thanksgiving Dinner and club member performances. We also offer various parent workshops throughout the year. For more information, please contact our Director of Community Partnerships, John Killoran, at [jkilloran@bgcb.org](mailto:jkilloran@bgcb.org).

### **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**

Several workshops, such as financial literacy or FAFSA guidance, are offered for parents throughout the year. We encourage you to ask about upcoming workshops when you pick your child up from the Club.

## **Fundraising**

Because we keep the cost of membership so 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 Charlestown Club hosts several events throughout the program year to bring families and the community together. Whether it's a Halloween Haunted House or Thanksgiving Dinner, 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.

## **Member Progress Reports**

The Club always welcomes feedback from parents, or questions and concerns they may have about a Club member's experiences or behaviors at the Club. We encourage you to speak openly with the Program Directors if needed.



## CLUB CALENDAR School Year 2018-19

September 12th – Myra Kraft Opening Day

**October 8th – Club closed – Columbus Day**

**October 31<sup>st</sup> – Club Closes at 6:00**

November 9th – Club Open – *school vacation hours\**

November 21st – Club closes at 6:00PM

**November 22nd & 23rd – Club closed – Thanksgiving**

**December 25th – 28th – Club closed**

**January 1st – Club closed – New Year’s Day**

**January 2nd – Club closed – Staff Professional Development**

January 3rd – Club open

**January 21st – Club closed – Martin Luther King Day**

**February 18th – Club closed – President’s Day**

February 19th-21st – Club open – *school vacation hours\**

**February 22nd – Club closed – Staff Professional Development**

**April 15th – Club closed – Patriot’s Day**

April 16th – 19th – Club open – *school vacation hours\**

May 24th – Club closes at 6:00PM

May 27th – **Club closed – Memorial Day**

June 17th-21st – Club closes at 6:00PM

**June 21st – Last Day – School Year**

**This calendar is subject to change.**

*\*School vacation hours:*

*Grades 1 – 7, 9:00am - 4:00pm*

*Grades 7 – 12 (Teens), 11:00am - 6:00pm*