On behalf of the Staff and Advisory Board of Boys & Girls Clubs of Boston’s Jordan Club, I welcome you to our Club.

We focus on three priority outcomes: Academic & Life Success, Character & Community, and Healthy Development. 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 development 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,

Gina Centrella
Executive Director
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## 2021–2022 CLUB SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>Ages</th>
<th>Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>After-School</strong></td>
<td>6–12</td>
<td>Mon. to Fri. 2–6 p.m.</td>
<td>Club hours are adjusted on Chelsea Public School half days (12:00-6:00 p.m. for all ages).</td>
</tr>
<tr>
<td>Program Hours</td>
<td>13–18</td>
<td>Mon. to Fri. 2–8 p.m.</td>
<td></td>
</tr>
<tr>
<td><strong>School Vacation</strong></td>
<td>6–12</td>
<td>9 a.m.–4 p.m.</td>
<td>See annual calendar for dates on final page.</td>
</tr>
<tr>
<td>Hours</td>
<td>13–18</td>
<td>9 a.m.–6 p.m.</td>
<td></td>
</tr>
<tr>
<td><strong>Summer Camp</strong></td>
<td>6–12</td>
<td>9 a.m.–3 p.m.</td>
<td>See annual calendar for dates on final page.</td>
</tr>
<tr>
<td>Hours</td>
<td>13–18</td>
<td>9 a.m.–6 p.m.</td>
<td></td>
</tr>
<tr>
<td><strong>Administrative</strong></td>
<td></td>
<td>Mon. to Fri. 9 a.m.–2 p.m. and Club hours</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>
</tr>
<tr>
<td>Hours</td>
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</tbody>
</table>

## FIND US

Gerald and Darlene Jordan Boys & Girls Club is one of nine Clubs operated by Boys & Girls Clubs of Boston. Pete Nash is Interim President and CEO.

**Main Office**
200 High Street, 3rd Floor
Boston, MA 02110 | 617-994-4700

info@bgcb.org | www.bgcb.org
bgcb.org/find-your-club/jordan-club/
facebook.com/BoysAndGirlsClubsOfBoston
facebook.com/bgcbjordan
Instagram.com/bgcb_jordanclub
Gerald and Darlene Jordan Club
30 Willow Street
Chelsea, MA 02150 | 617-884-9435

Below are extensions for each department:

<table>
<thead>
<tr>
<th>Department</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology</td>
<td>617-516-5474</td>
</tr>
<tr>
<td>Art</td>
<td>617-516-5475</td>
</tr>
<tr>
<td>Aquatics</td>
<td>617-516-5476</td>
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<tr>
<td>Athletic</td>
<td>617-516-5477</td>
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<tr>
<td>Membership</td>
<td>617-516-5478</td>
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<tr>
<td>Maintenance</td>
<td>617-516-5479</td>
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<tr>
<td>Education 6-12</td>
<td>617-516-5480</td>
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<tr>
<td>Social Worker</td>
<td>617-516-5481</td>
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<tr>
<td>Teen Education</td>
<td>617-516-5483</td>
</tr>
<tr>
<td>Social Recreation</td>
<td>617-516-5484</td>
</tr>
<tr>
<td>Music</td>
<td>617-516-5486</td>
</tr>
<tr>
<td>Teen Program Manager</td>
<td>617-516-5489</td>
</tr>
</tbody>
</table>

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

The behavioral management system for Boys & Girls Clubs of Boston provides the support necessary to help members 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 and guardians can help us by reinforcing these messages at home.

**Be a positive Club member:** Be friendly, encourage others, listen to others, follow staff directions, and have fun!

**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.

**Be responsible:** All members are expected to clean up after themselves and help keep the Club clean. No gum chewing is allowed.

**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.

**Dress appropriately:** Bandanas, headgear, sagging pants, half-shirts, and shirts promoting drugs, sex and/or violence are not allowed in the Club.
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.

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.)

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

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.

Respect the Club’s commitment to promoting healthy behaviors through our Health360 policies.

In addition to Academic & Life Success, Character & Community, Healthy Development is one of Boys & Girls Clubs of Boston’s 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

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.

Membership Agreement

A child’s membership is based on his/her behavior as well as the behavior of the parent/guardian: In receiving this handbook, the parent agrees to the following:
“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.”

COVID-19 Safety Protocols

Boys & Girls Clubs of Boston (BGCB) has been and will continue to ensure the safety of our members, employees, and families during this coronavirus pandemic. Our safety measures include increased handwashing, required face masks, and reduced child-to-staff ratio.

We take our responsibility around the COVID-19 virus extremely seriously and will continue to follow and occasionally exceed recommendations from Boston Public Health Commission, the Center for Disease Control and Prevention, and city leadership from Boston and Chelsea. Thank you for your patience as we continue to adapt on behalf of our youth.

Arrival

Please follow the Club’s Hours of Operation on page 4. Doors will open at 2 p.m. 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 and guardians 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. Additionally, 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 p.m.
- During summer camp, dismissal begins at 2:50 p.m.
- For no school/vacation days, dismissal begins at 3:50 p.m. (Club closes at 4 p.m. 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.

The after-school program is drop-in. Members can arrive or depart the Club at any time during operating hours. However, we discourage members from leaving before the end of the program day so that they fully benefit from all that is offered.

Please discuss a dismissal plan with your child.

*The Club after-school program is not licensed by the Massachusetts Department of Early Education and Care or any other state agency.*

**Late Pick-Up Policy**

Club members ages 12 and under must be picked up promptly by 6 p.m. 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 p.m. for all 6–12-year-olds, unless they are registered for After-Camp hours.
• During vacation days or no school days, members ages 6-12 must be picked up by 4 p.m.
• Families will be charged $1 per minute per child for late pick up. In addition, certain fees or loss of Club membership may occur as a result of continuous late pick up.

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 p.m. due to weather, the staff will contact all families of members who were supposed to stay to ensure that they are dismissed safely. The One Call System will be implemented to notify families of closings and schedule modifications.

Food Program

The Club offers dinner (and/or a snack) in late afternoon. This is open to all members, ages 6-18, at no cost. During vacation days, breakfast and lunch is offered to all members as well. 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 to 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 restricted during specific program time and for different age groups. 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 of 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 are removed at the end of each night.

**Security Cameras**

We have security cameras in public areas in the exterior and interior of the club to enhance Club safety and security. Reviewing camera recordings will occur only when a suspected incident is committed on Club property.

Access to recordings is limited to Club leadership and law enforcement when requested and approved by the Executive Vice President of Operations.

**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. A photo ID may be required for children under 12 being picked up by a non-parent. 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.
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

Jordan Boys & Girls Club offers limited transportation through Vocell Bus Company. The bus picks up at the Mary C. Burke Complex. Contact John Montes ([jmontes@bgcb.org](mailto:jmontes@bgcb.org)) or Lisa Gillis ([lgillis@bgcb.org](mailto:lgillis@bgcb.org)) for more info.

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, 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 Club and our Charlestown 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, and 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. Each month the Club will also host nights 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.

**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.

**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 Club spring clean-up project are just a few examples.

**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 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, such as the Annual Online Auction or the Annual Road Race, please let the Executive Director know.

**Events**

Jordan Boys & Girls Club hosts several events throughout the program year to bring families and the community together. Whether it’s a Halloween parade 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.
TEEN PROGRAMMING

The Teen Center is open to youth ages 13-18. We offer a range of activities and programs that focus on three core areas—Academic & Life Success, Character & Community, and Healthy Development—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 (LATC).

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 School Curriculum Guidelines. The disbursement of programming will increase educational opportunities, enhance scholastic achievement, promote leadership and civic engagement, and encourage cultural and social awareness.

We offer creative and inspirational programming to enrich and further familiarize members with core academic disciplines. By inspiring youth to maximize their abilities and assist in their development as lifelong learners, the Club creates a foundation for all educational programming.

CLUB CALENDAR
School Year 2021-2022

September 14  Myra Kraft Opening Day
September 29  Club open, school vacation hours*
October 11  Club closed, Indigenous Peoples' Day
October 20  CPS early release, Club open 12:00-6:00 p.m.
<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
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<tbody>
<tr>
<td>November 2</td>
<td>Club open, school vacation hours*</td>
</tr>
<tr>
<td>November 11</td>
<td>Club open, school vacation hours*</td>
</tr>
<tr>
<td>November 24</td>
<td>Club open 9:00 a.m.-4:00 p.m.</td>
</tr>
<tr>
<td>November 25-26</td>
<td>Club closed, Thanksgiving</td>
</tr>
<tr>
<td>November 24</td>
<td>Club open 9:00 a.m.-4:00 p.m.</td>
</tr>
<tr>
<td>December 8</td>
<td>CPS early release, Club open 12:00-6:00 p.m.</td>
</tr>
<tr>
<td>December 23</td>
<td>Club open, school vacation hours*</td>
</tr>
<tr>
<td>December 24-31</td>
<td>Club closed, holiday break</td>
</tr>
<tr>
<td>January 17</td>
<td>Club closed, Martin Luther King Jr. Day</td>
</tr>
<tr>
<td>February 9</td>
<td>CPS early release, Club open 12:00-6:00 p.m.</td>
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<tr>
<td>February 21</td>
<td>Club closed, President’s Day</td>
</tr>
<tr>
<td>February 22-24</td>
<td>Club open, school vacation hours*</td>
</tr>
<tr>
<td>February 25</td>
<td>Club closed, Staff Professional Development</td>
</tr>
<tr>
<td>March 23</td>
<td>CPS early release, Club open 12:00-6:00 p.m.</td>
</tr>
<tr>
<td>April 15</td>
<td>Club open, school vacation hours*</td>
</tr>
<tr>
<td>April 18</td>
<td>Club closed, Patriot’s Day</td>
</tr>
<tr>
<td>April 19-22</td>
<td>Club open, school vacation hours*</td>
</tr>
<tr>
<td>May 30</td>
<td>Club closed, Memorial Day</td>
</tr>
<tr>
<td>June 17</td>
<td>Club open, school vacation hours*</td>
</tr>
<tr>
<td>June 20</td>
<td>HOURS TO BE DETERMINED</td>
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</tbody>
</table>
*School vacation hours:
  Ages 6-12  9:00 a.m.–4:00 p.m.
  Ages 13-18 (teens)  9:00 a.m.–6:00 p.m.

This calendar is subject to change.