

Middle School Recreation Program Parent Handbook

Statement of Purpose:

The Ludlow Community Center/Randall Boys & Girls Club will provide a supervised Recreation Program for students enrolled in the Ludlow Paul R. Baird Middle School. The program is designed for children in grades 6-8 to provide a combined program of intramural recreational activities and our Power Hour Program (homework help). The Ludlow Community Center/Randall Boys & Girls Club does not discriminate in providing services to children or their families on the basis of race, religion, cultural heritage, political beliefs, handicap or marital status.

Age:

This program is designed and will be limited to serving young teens in grades 6 through 8. Members in the Middle School Recreational Program must be registered as students in the Paul R Baird Middle School.

Program Philosophy and Overview:

The programs are designed to provide a recreation/social atmosphere for our middle school members along with providing them with supervised tutoring to complete home work assignments. We provide these three separate programs to meet the needs of working parents seeking a fun and safe program. The program will operate Monday – Thursday from 2:30 pm to 5:30 pm. Members registered in the Middle School Recreational Program will need to be picked-up at the Paul R. Baird Middle School no later than 5:30 pm by a parent, guardian or member of the family designated on the provided release forms. Trained youth workers who design and implement a wide range of activities, which encourage participation and recognition, run the programs. Children participating in the programs are exposed to a variety of recreational and social activities that are age appropriate. A member's maturity level and physical capabilities are used to determine certain program activities.

Program Goals and Objectives:

1. To provide middle school children with the opportunity to participate in a wide range of educational, recreational and social programs that foster physical, mental and social development
2. To supply supportive services for children at risk
3. To encourage and provide activities which will allow for creativity and constructive use of leisure time
4. Maintain a healthy, safe and learning environment for the children in our program.
5. To allow parents to keep or find employment
6. To encourage and foster an awareness of the rights of others as well as understanding individual differences

Administration and Staffing:

The administrator of the Middle School Recreation Program has been designated to the Human Service Director position. In turn the Director will designate an additional staff member as Coordinator who will directly oversee the Middle School Program. To assist the Coordinator the Human Service Director will hire higher group leaders that will carry all EEC qualifications for school age programs. The enrollment numbers in the Middle School Program will determine the number of group leaders hired.

The Coordinator and group leaders working in the Middle School Programs will be required to keep their EEC qualifications to date, this will include required hours of training, immunization and physical exams and Red Cross First Aid. Also, certain staff members will be required to obtain and carry a current certification in Red Cross CPR.

Supervision of all group leaders will be supplied daily by the Coordinator. The Human Service Director will supply additional daily supervision to the entire staff, which includes the Coordinator and the group leaders working in Middle School Program. The Human Service Director will provide each employee of the Middle School Recreational Program an annual written evaluation. The Human Service Director and the coordinators daily supervision will base evaluations on each individual's specific job performance as observed.

Who is Eligible?

Children registered in the Paul R. Baird Middle School or children in other communities that have similar school related situations and can provide their own transportation. Transportation to and from the program will be the responsibility of the parent/guardian of our registered members.

Nutrition Program:

Middle School members attending the program will be given opportunity at the beginning of the program and certain times during the program to have a snack. Snacks will be the responsibility of each family. The Ludlow Community Center/Randall Boys & Girls Club will supply a nutritional pamphlet, which outline healthy and nutritious snacks the members should have at the program.

Supportive Services and Referrals:

The Human Service Director will be available Monday – Friday between the hours of 8:30 a.m. and 5:30 p.m. to discuss any problems or concerns a parent may have with the individual programs. Special arrangements may be made with the Human Service Director if these hours are not conducive to an individual schedule.

The Ludlow Community Center/Randall Boys & Girls Club is also a member of the United Ways FIRST CALL SYSTEM and may consult the Ludlow Board of Health to reference a specific health issue. This system is in place so that as an organization we may refer parents to appropriate social, mental health,

educational and medical services a particular child or family may need. Staff members will take the following procedures to ensure our members and families are given the best opportunity to receive the care and assistance they require:

1. Staff members will inform the coordinator or Human Service Director immediately if they observe or have concern with a particular child. The coordinator will inform the Human Service Director of such concerns.
2. The coordinator will set up an observational file on particular child(ren) which will include the name of child, age, date of observations, particular concerns, and area of program –types of activities the child is being observed. The Human Service Director will determine the length of the observation.
3. The Human service Director will arrange a consultation with the parents or guardian of the particular child. The Human Service Director will share with the parents any concerns staff members have about the child.
4. The Human Service Director will present in writing the reasons for the observations and the possible recommendations for additional services.
5. Parents will be provided a written summary of any and all observations made on the behalf of the child by the middle School coordinator and program staff.
6. The Human Service Director will obtain a signed consent form from parent or guardian concerning any referrals, which made be made on behalf of the child.
7. A record of any referrals will be kept in log located in the Directors office.

Fees:

The Middle School Recreational Program will meet Monday, November 7, 2011 through Thursday, March 29, 2012. Registration will be accepted at the Ludlow Community Center/Randall Boys & Girls Club located at 91 Claudia's Way Ludlow, MA. At the time of registration parents/guardians must have all proper registration forms completed and signed documentation of health records and registration fees paid in full. The following are the dates of registration and program times.

- ✓ Registration begins Monday, September 19th 8:00am-5:00pm
- ✓ **Registration Fee:** \$75.00
- ✓ **Program Dates and Times:** November 7 – March 29, Monday through Thursday from 2:30 pm to 5:30 pm

Hours of Operation:

The hours of operation for the Middle School Recreation Program are 2:30 p.m. to 5:30 p.m. Monday through Thursday. The program will offer one session from November to June. The only exceptions to this will be if the public schools are scheduled for a half-day, specific staff meetings or a no school day. On these days the Middle School Recreation Program will not meet. Notices will be supplied to parents and a complete schedule will be provided at registration.

Membership:

Middle school members pre-registered in the program will be able to participate in all scheduled activities. Middle school students who have not registered will not be allowed to participate or stay in areas where the Middle School Program has scheduled activities. Members who will be participating in daily scheduled activities will need to check in with the coordinator in the middle school games room located by the gymnasium no later than 2:45pm. Members who have not checked in by 2:45pm will be marked absent and will not be allowed to participate in the daily activities.

Transportation:

The students in the Middle School Program and their parents/guardians are required to provide transportation to and from the program. The Ludlow Community Center/Randall Boys & Girls Club will not be responsible for picking-up or dropping-off any student enrolled in the Middle School Program. A phone will be available to students if they or our staff needs to contact a parent/guardian for transportation.

Availability:

Space is limited to a daily attendance of fifty two (52) members in the in the Middle School Recreational Program. If the combination of enrollment reaches 52, than a waiting list will be set in place and parents will be called as slots become available.

Parent Involvement:

The Middle School Recreation Program encourages and welcomes parent involvement and input. Parents may request at any time a conference with staff member or administrator and a convenient time will be arranged. Parents are welcome and encouraged to visit each of the programs at anytime and view program activities in action.

Immunization Records:

Parents must have a copy of their child's immunization records on file at his/her school or at the CLUB. Records must be kept up to date and include lead testing. Children will not be allowed into the program unless a record of immunization is present at the school or at the CLUB.

Child's Record:

The Ludlow Community Center/Randall Boys & Girls Club will keep information folders on each child enrolled in the Middle School Program. The folder will include permission forms, background information on each child, emergency phone numbers, medical information, data on the family and other information deemed necessary by this administration. Upon written request parents will have access to their children's records or have them made available to someone else. Parents can review data in their child's folder at anytime simply by making

arrangements with the Human Service Director. Any information placed in a member's folder is considered confidential and is treated as such.

Payment of Fees:

Payments for the Middle School Recreation Program are due at registration. Children will not be allowed to participate in any activities unless parents/or guardians have completed and signed all registration forms and the membership fee has been paid in full. Special arrangements will be made through the Director of Operations for any parent/guardian who has special circumstances or who has trouble paying the membership fee.

Parents will be responsible for any charges that may occur due to the return by bank of checks, the balance will be due in cash.

Ludlow Community Center/Randall Boys & Girls Club

Organization:

The Ludlow Boys & Girls Club D.B.A. Ludlow Community Center/Randall Boys & Girls Club has been in existence for almost 60 years and is a member of the United Way Pioneer Valley and Boys and Girls Clubs of America. The Ludlow Community Center/Randall Boys & Girls Club is governed by a 20 member Board of Directors who has hired a President/CEO to over see the daily operation of the CLUB. The Club is located at 91 Claudia's Way Ludlow, MA 01056

Children Served:

The Ludlow Community Center/Randall Boys & Girls Club will not discriminate in providing day care services for individuals based on race, creed, cultural heritage, political beliefs, handicap or marital status. The Ludlow Community Center/Randall Boys & Girls Club does reserve the right to deny services for individuals who do not meet services and financial eligibility criteria for enrollment into the Middle School Recreational program.

Program Location:

The Middle School Recreation Program activities and program sight will be the Paul R. Baird Middle School in Ludlow. The facilities that will be used by the Club at the middle school include: gymnasium, one class-room and the Club gameroom. The Ludlow Community Center/Randall Boys & Girls Club is located at 91 Claudia's Way Ludlow, MA. 01056.

Programs:

The program schedule for the middle school program will be located at the membership desk along with the program staff schedule. The membership desk will be located in the lobby leading to the gymnasium. The Middle School Recreational Program schedule is comprised of the following basic recreational components: intramural recreational sports, homework help and tutoring, social lounge, and games and tournaments which promote academics.

Authorizations:

Parents are asked to provide the CLUB with the proper authorization forms concerning first aid and CPR consent forms, field trip forms, and use of photographs in promotional materials for the CLUB. Parents are also expected to provide the CLUB with a list of any person who **DOES** and **DOES NOT** have the authorization to pick-up their child from our program.

Volunteers:

The program will use volunteers in daily programs and special events. It is important to note that the CLUB does not consider the volunteers in their student to staff ratio. Volunteers can be drawn from our core of parents, part time staff or high school and college students looking for the experience necessary in entering the child care profession.

Behavioral Management Policy:

The focus of the CLUB'S programs is to provide each child a reasonable degree of conformity to assist him/her to develop self-control, self-direction, self-esteem and a conscious guide to his/her actions. In order to accomplish this the CLUB will employ three basic principles:

- **Rules:** Standards of acceptable conduct and modifying undesirable behavior
- **Consistency:** Providing the children with the rules of the CLUB and particular program areas, and supplying staff that reinforce those rules fairly and regularly.
- **Rewards:** Reinforce desirable behaviors

Staff Behavioral Management Policy:

- Staff will use discussion, explanation and reasoning to help members understand what is acceptable and non-acceptable behavior.
- Staff will emphasize the educational rather than the punitive benefits of acting in the approved and appropriate manner.
- Any child acting in a disruptive manner will be removed by the staff member and reminded of the rules and acceptable behavior. Disciplinary action such as time outs will be employed if necessary.
- Any child who persists in acting in a disruptive manner will be reported to the Unit Director who will follow through by:
 1. Speaking to the particular child to determine the reasons for their actions and if actions can be corrected by the child.
 2. If disruptions persist the Human Service Director will notify parents to schedule an appointment to discuss and try to correct the disruptive behavior.
- The group leader supervising the particular child will note behavior problems. A report will be made describing the extent of the incident, the date and time, and any actions taken to correct the behavior.

- A copy of the incident report will be placed in the child's individual folder, a copy will be given to his/her parent or guardian and the original will be placed in a binder located in the Human Service Directors office.

Rights of each Child:

No child shall be subject to abuse or neglect, cruel, unusual, severe or corporal punishment including: any type of physical hitting inflicted in any manner upon the body. Children will not be subject to punishment that includes verbal abuse, ridicule, stigmatizing or humiliation. Under no circumstance shall a child be denied food, rest or bathroom facilities. Children also will not be subjected to punishment for soiling, wetting or not using the toilet, or punishment related to eating or not eating food.

Emergency Plan for Evacuation of the Facility:

- *Evacuation Drills:* In the event that the Middle School must be evacuated due to health or safety reasons the following drills will occur at least four (4) times during the school year. These drills will be practiced to ensure the safety of our members and staff. It will be the responsibility of the Coordinator to conduct quarterly evacuation drills during program times.

It will also be the responsibility of the coordinator to note the date the drill occurred, the time of day it occurred and effectiveness of the drill. The coordinator will complete an evacuation drill sheet, which will be placed in the evacuation binder. Daily attendance records for each program and the sign out sheet located at the membership desk will be used to obtain an accurate account of members once they have evacuated the building. The procedure of maintaining and gathering this material for attendance purpose will be the responsibility of the Coordinator.

- *Evacuation and Emergency Procedures:*

The staff and members will follow the following procedure during the following evacuation events:

1. In the event of a fire or Hazardous Material spill – Staff members will line their group at appropriate door and follow the evacuation route posted for the particular program area. Staff members leading a group from the gymnasium area will assemble the group once outside at the parking lot area, a safe distance from the building. Staff leading groups from the chorus room, auditorium or class room will follow the evacuation route posted in each room. Once students are outside the building they will assemble group in the rear or back parking lot, a safe distance from the building. Using attendance records and emergency cards CLUB staff will contact the parents of all the members in attendance to notify them of the situation and to make arrangements for each child to be picked up.
2. In the event of loss of water or electricity to the building – In the event that the middle school should lose water or electricity all members who are in the building will be evacuated to Ludlow Community Center. Using

attendance records and emergency cards CLUB staff will contact the parents of all the members in attendance to notify them of the situation and to make arrangements for each child to be picked up.

3. In the event of Hurricane or Tornado – In the event a damaging or life threaten storm system approaches, such as a hurricane, tornado, blizzard, etc... parents will be contacted to make arrangements for pick-up of children. In the event members are still located in the building during such a storm, staff members are to relocate all remaining members to the bottom floor of the middle school to seek shelter. Staff and members are not to leave this area until professional staff or rescue personnel notify them that all is clear.
4. Closing, Delays or Cancellation of Programs: In the event the Ludlow Community Center/Randall Boys & Girls Club or the Baird Middle School must cancel or delay programs, announcements will be made on the following radio and television stations: RADIO – ROCK 102, WMAS, 109.9 and WHYH. TELEVISION – TV 22 and TV 40. In the event that schools delay due to early morning weather the CLUB will announce its opening time on the above listed stations.

Staff is trained in evacuation procedures – All copies of evacuation procedures are attached to designated exits

Dispensing of Medication:

The Ludlow Community Center/Randall Boys & Girls Club reserves the right to make any decisions concerning the distribution of medication during program hours. The following is the guidelines concerning the distribution of medication during program hours:

1. A doctor's note must be presented to the Human Service Director or coordinator for the distribution of any prescribed medications.
2. All medications must be signed in with the coordinator, along with the medication consent form.
3. The Ludlow Community Center/Randall Boys & Girls Club will not distribute medication to the same child more than twice during regular or extended program hours.
4. Members will not be allowed to carry any medications, prescribed or non-prescribed, on their bodies or in cubbies and back packs.
5. The Ludlow Community Center/Randall Boys & Girls Club will not be responsible for the refrigeration of medication.
6. Staff members will not be able to carry medication in their first aid boxes unless authorized by the coordinator.
7. The Ludlow Community Center/Randall Boys & Girls Club will not be responsible for any medication that must be taken through syringe injection.
8. We ask that parents discuss with their doctors the possibilities of prescribing medications around CLUB hours. The Ludlow Community Center/Randall Boys & Girls Club will only handle medications which are reviewed by the Club's Health Care Consultant.

Care of Mildly Ill Children

The Ludlow Community Center/Randall Boys & Girls Club has designated a quiet area in the Middle School for mildly ill children. A cot with blanket and pillow will be supplied for those children to rest. A professional or part time staff member will supervise children using the quiet area, until a parent/guardian can pick the child up from the CLUB.

Condition, which necessitates parents picking up an ill child:

1. If a child has more than one hour left in the program day, parents will be asked to pick-up child as soon as possible.
2. If a child has vomited
3. If a child has a fever
4. If a child is drowsy or demonstrates any other behavior which causes concern to staff
5. If a child has suffered a traumatic injury or incident

Conditions in which a child can return to Program:

1. If the child has been absent from CLUB programs for more than three (3) days or if child has been diagnosed with a communicable disease the CLUB must have a written doctor's note clearing the child to resume CLUB activities.

Procedures for identifying and protecting children with allergies

The Ludlow Community Center/Randall Boys & Girls Club requires parents to inform CLUB staff of any known allergies. The Ludlow Community Center/Randall Boys & Girls Club will post all program children and their allergies for notification for all staff. Staff will be made aware of said allergies to ensure that children are not exposed.