GREAT FUTURES START HERE.

WATERTOWN
BOYS & GIRLS CLUB

Club Policies and Member Expectations
2019-2020
Welcome to Watertown Boys & Girls Club. We are excited to have you join the Club this year. Please read through our Club Policies and Member Expectations.

Now in our 47th year serving the community, we are excited to welcome new and returning Club members for the 2019-2020 season! The Club provides a safe place for young people to connect with caring, trained adults, explore new interests and most importantly to have FUN!

We are wishing everyone a successful school year!

Renée Gaudette
Executive Director

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OPEN DOOR POLICY:

Watertown Boys & Girls Club is not a child care facility. We are a drop-in facility and as such, we maintain an open door policy. This means that supervision is provided for members INSIDE of the Club, and during occasional Club organized activities both outside and offsite.

- Members age 7-10 should remain in supervised areas at all times.
- Members age 11 and up ARE ALLOWED to leave the Club as part of the OPEN DOOR POLICY. They may leave the building and re-enter ONE TIME per day.

We encourage all members to stay in the Club’s supervised areas at all times, but we recognize that older children may want to leave to go to the library etc. during the hours that they come to the Club. Each family has different rules for their own children regarding expectations about leaving the Club or staying inside of the supervised areas. We ask families to discuss these expectations to be sure each child knows their family’s rules about our OPEN DOOR POLICY. Please Note: Club staff cannot be responsible for members that leave supervised areas and members should only leave the Club if they have permission from their parent/guardian. We cannot prohibit any child from leaving the building, even those under the age of 11 so it is critical that you discuss your expectations with your child.

CLUB RULES:

- All members are expected to respect Club staff, other Club members and all Club property at all times.
- All members must scan their membership cards at the Front Desk when entering or leaving the building. No sharing cards with others please.
- In an effort to reinforce responsibility in our members, a forgotten card will require the member to “wait out” for a few minutes before taking part in Club activities. If a card is LOST, it may be replaced for a $2.00 fee.
- A member may bring a guest into the Club for one day as a ONE TIME GUEST. If the guest will be returning, a membership must be obtained.
- No member is allowed to “hang out” in outside areas around the Club whether the building is open or closed.
- Members who constantly leave and re-enter the building will be asked to leave for the remainder of the day/evening and parents will be contacted.
- Use of tobacco, alcohol or drugs is strictly prohibited. Anyone caught breaking this rule will be suspended and his/her parents will be notified.
- Foul or abusive language is prohibited.
- Fighting, play fighting, punching, shoving, wrestling, snowball fights, etc., are prohibited.
- Food and drink are permitted in the Gamesroom ONLY! Please recycle in the bins provided and throw away all trash. No food is permitted in the gym. In order to protect our gym floor, clear liquids only are permitted in the gym.
- Members are reminded not to bring valuables into the Club, as the Club is not responsible for lost or stolen items.
- The Front Desk Staff is not permitted to hold valuables for any member behind the Front Desk.
- Club phones are for business use. Members may only use the phone in the case of an emergency.
- Locks may be used for lockers and MUST be removed after each visit.
- If a member is having a problem with another Club member, they must report it to a staff member immediately.
- If a member is hurt or not feeling well, please report to a staff member immediately.
- Proper swimming attire is required for youth member swim. Swimmers that wish to use goggles must bring their own.
- Members and guests should wear appropriate clothing at all times. This includes clothing that is in good taste, non-revealing and without negative or foul wording in the design. Anyone wearing inappropriate or revealing clothing will be asked to leave.
- ANY DAMAGE TO CLUB PROPERTY WILL RESULT IN SUSPENSION FROM THE CLUB, AS WELL AS, RESTITUTION FOR ALL DAMAGES.
BEHAVIOR MANAGEMENT POLICY:

Behavioral Issues will be handled as followed:

**Inappropriate Behavior**: Staff will reinforce that the behavior and its consequences are in the member’s control. An immediate consequence will be given for inappropriate behavior. The Club maintains that repeated warnings do little to change behavior.

**Minor Incidents** include but are not limited to: pushing and shoving, not listening, misbehaving, name calling, throwing things, and swearing. Staff members may draw from a range of behavior modification methods to establish what will work for the individual child. Examples include time outs, restrictions from activities or program areas, writing apology letters, practicing alternative work / behaviors.

**Major Incidents** include but are not limited to: fighting or attempting to injure, bullying, stealing, running away from the group, disrespect toward the Club staff or equipment, and / or throwing things at staff or members. Major incidents are immediately referred to the Club’s Leadership Staff, and consequences may include extended restrictions from activities or program areas, suspension or expulsion. Parents will be contacted.

No child will be subjected to corporal punishment, including spanking, cruel or severe punishment, humiliation or verbal abuse. No child will be denied food or shelter as a form of punishment. No child will be punished for soiling, wetting or not using the toilet.

CONCUSSION PROTOCOL

A concussion is a type of traumatic brain injury caused by a bump, blow or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. Boys & Girls Club staff will contact a member’s parent/guardian if they notice the child showing signs of a concussion. It is the responsibility of the parent/guardian to take next steps and seek appropriate medical attention.

Observable signs of a concussion include: appearing dazed or stunned, forgetting instructions or becoming confused by an assignment, moving clumsily, answering questions slowly, losing consciousness (even briefly), showing mood/behavior changes, cannot recall events prior to or after a hit or fall. A child or teen with a concussion may report the following: headache or “pressure” in the head, nausea or vomiting, balance problems or blurry vision, feeling sluggish, confusion/concentration/memory problems, and just not “feeling right”.

If any of the above occur, it is the parent/guardian’s responsibility to seek proper medical care. The brain needs time to heal after a concussion. A child or teen’s return to school, sports and other activities should be a gradual process that is carefully managed and monitored by a health care provider. For more information, please visit [www.cdc.gov/HEADSUP](http://www.cdc.gov/HEADSUP).

TEEN TECH POLICY

Teen Rated Gaming and Movies will be allowed in our Teen Center.

CHECKLIST OF WHAT MEMBERS MAY WANT TO BRING TO THE CLUB:

- Snacks / Drinks (children are often hungry after a day of school. Please send them with a non-perishable snack)
- Lunch / Snacks / Drinks (on early release days)
- Sneakers
- Refillable water bottle (no glass please) - water fountains are available at the Club
- Swimsuit & Towel if the member wishes to participate in Youth Member Swim
- PLEASE LABEL ALL ITEMS.
- There is a Lost and Found in the Cubby Area. Lost and Found items are donated to charity once a month.
2019 - 2020 Club Calendar

Club Hours / Closings on Holidays, No School Days, Half Days, and School Vacations
DATES SUBJECT TO CHANGE

Regular Club Hours.
Monday – Friday, September 16th – June 22nd

<table>
<thead>
<tr>
<th>Cadets (ages 7-10)</th>
<th>2:30 – 6:00 P.M.</th>
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<tbody>
<tr>
<td>Juniors (ages 11-12)</td>
<td>2:30 – 7:00 P.M.</td>
</tr>
<tr>
<td>Teens (ages 13-18)</td>
<td>2:30 – 8:30 P.M.</td>
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*Early Release Club Hours
Open 12:30 – 6:00 P.M. (Cadets)
Open 12:30 – 8:30 P.M. (Juniors & Teens)
(Watertown Public Schools Early Release)

September

- Monday, 9/2 – Sunday, 9/15
  CLUB CLOSED
- Opening Day, Monday, 9/16
- Early Release Day, Wednesday, 9/25*

October

- Columbus Day, Monday, 10/14
  Club Open 8:30 A.M. – 6:00 P.M.
- Early Release Day, Wednesday, 10/16*
- Harvest Carnival, Monday, 10/28
  Club closed after school
  Open for carnival, 6:00–8:00 P.M.

November

- WPS Professional Dev. Day, Tuesday, 11/5
  Club Open 8:30 A.M. – 6:00 P.M.
- Veterans Day Observed, Monday, 11/11
  Club Open 8:30 A.M. – 6:00 P.M.
- Early Release, Thursday, 11/14*
- Early Release, Tuesday, 11/19*
- Early Release, Wednesday, 11/27*
- Thanksgiving Recess, 11/28 and 11/29
  CLUB CLOSED

December

- WBGC Youth Member Holiday Party,
  Tuesday 12/17
  4:30-7:30 P.M. (Club Closes at 7:30 P.M.)
- Monday, 12/23 through Wednesday, 1/1
  CLUB CLOSED for Winter Break

January

- New Years Day, Wednesday, 1/1 CLUB CLOSED
- Early Release Day, Wednesday, 1/15*
- MLK Day, Monday 1/20 CLUB CLOSED

February

- Presidents Day, Monday, 2/17
  CLUB CLOSED
- February Break Registered Programs, 2/18–2/21
  Register by the day: 8:00 A.M. – 6:00 P.M.
  (Tuesday – Friday $40.00 per day)

March

- Summer Camp Registration Opens 3/16
- Early Release, Thursday, 3/26*
- Early Release, Tuesday, 3/31*

April

- Early Release, Friday, 4/10* (Good Friday)
- Patriots Day, Monday, 4/20
  CLUB CLOSED
- April Break Registered Programs, 4/21 – 4/24
  Register by the day: 8:00 A.M. – 6:00 P.M.
  (Tuesday – Friday $40.00 per day)

May

- Early Release, Wednesday, 5/6*
- Memorial Day, Monday, 5/25
  CLUB CLOSED

June

- Last Day of Club/ Early Release, Friday 6/22*
  (last day subject to change pending snow days)

July & August

- Club Closed for Drop in Hours
  Summer Camp Registered Programs Only

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