



**BOYS & GIRLS CLUB
OF BANGOR**

**2024 -
2025**

Before & After School – Parent Handbook



Welcome

Thank you for choosing the Boys & Girls Club of Bangor!

Mission

Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Club Philosophy

The Boys & Girls Club of Bangor's Club Philosophy is that children of all ages are entitled to a safe, positive environment, fun, supportive relationships, opportunities and expectations, and recognition.

Safe, Positive Environment - Club staff, facilities, programs, and age-appropriate settings create stability, consistency, and a sense of physical and emotional safety for members. The Club provides structure and clearly defines acceptable behaviors.

Fun - The Club generates fun for members. Members develop a strong sense of belonging through connections they establish with staff and peers. Staff members make the Club feel like home, fostering a family atmosphere and creating a sense of ownership for members.

Supportive Relationships - Club youth develop meaningful relationships with adults and their peers. Staff members display warmth, care, appreciation, acceptance, and guidance in their interactions with members.

Opportunities & Expectations - Club youth acquire physical, social, technological, artistic, and life skills. The Club encourages members to develop strong character while reinforcing high expectations.

Recognition - The Club recognizes and supports young people's self-worth and accomplishments. Staff members encourage youth and provide positive reinforcement as they make improvements and experience successes. The Club showcases young people's achievements.

Leadership & Admin Staff

Cat Myatt

Chief Executive Officer

(207)404-4520 EXT. 4, cat@bgcbangor.org

Heather Fidler

Director of Operations

(207)992-0739 EXT. 4, heather@bgcbangor.org

Michelle Thai

Executive Assistant

(207)404-4520 EXT. 4, michelle@bgcbangor.org

Grace Hamel

Club Director

(207)404-4520 EXT. 1 or 2, (207)478-8413, grace@bgcbangor.org

Lyrice Marsh

Youth Program Assistant Director

(207)745-2593, lyrice@bgcbangor.org

Bobbie Jo Smith

Office Manager

(207)659-6494, bobbie@bgcbangor.org

Program Overview

Program Hours:

Before School; Monday – Friday 7:30am – 9:00am

After School; Monday – Friday 2:30pm – 5:15pm

Office Hours; 9:00am – 5:30pm

Before-School Program:

Before-School programming is available for all K-5th grade members and can be accessed upon request. This will take place at the Opportunity Center and parent drop-off is required.

Transportation to Downeast and Fairmount School will be provided, as well as a variety of breakfast options. Before-School programming is NOT provided on workshop days, emergency or snow closure days, or when there is a delayed start to the school day.

After-School Program:

All club members who attend Downeast, Fairmount and Doughty schools will have transportation to the Opportunity Center after school. If a Club member is home-schooled or attends another school, parent drop-off (or alternate transportation) is required. Upon arrival, all members are provided with a Super Snack before participating in a variety of enriching activities including art, reading, games, teambuilding, social emotional learning, and more. Members will also participate in Power Hour, a time for homework and/or other educational activities, and Triple Play, a time for physical activity where we utilize both the gym and outdoor spaces. They may also participate in BGCA programs such Smart Girls, Passport to Manhood, Intentional Mentoring, Life Skills, and more.

After-School Arrival:

Downeast School: Club Bus

Fairmount School: Bus O

James F. Doughty School: Bus A

If your child will not be attending for any reason, please call and/or text Grace or Lyrica.

After-School Departure:

After-School parent pick up will take place from 5:00 – 5:15pm, using the front door of the Opportunity Center. An adult over the age of 18, who is listed on the child's registration form, must be present to sign the child(ren) out. If other pick-up arrangements have been made, please notify Grace or Lyrica beforehand. The person picking up will need to provide identification such as a driver's license or state I.D.

Additionally, a walker release form may be filled out by the parent/guardian giving their child permission to walk home. This option is strictly for children entering 5th grade and above.

Transportation:

The Club has a limited number of spaces available for those needing transportation home. These spots will be reserved for families that do not have a licensed driver or access to a vehicle. If your child requires transportation home, please make the request through Grace.

For those requiring transportation, parents are responsible for the supervision of their child after sign-out, with the expectation that an adult will be home when drop off begins at 5pm.

Technology Use

As a member of the Club, your child will have access to the internet. To maximize the benefits and minimize any possible dangers, computer/iPad use will always be monitored by program staff, and we have filters to block unsafe materials. Children who misuse computers will lose their network privileges and may undergo disciplinary action.

Policies & Procedures

Attendance Policy

Attendance is an essential component to the student's overall success at the Club and we expect all members to attend a minimum of 3 days per week. Please call and/or text Grace or Lyrica before 2pm to let them know if your child will not be in attendance, and the reason for their absence.

If your child is consistently not meeting our attendance requirement of 3x/week, or has several absences without notification, we will be in contact to discuss what the barriers might be and determine next steps, which might include an attendance plan or removal from the program.

High frequency of early pick-ups without prior approval or discussion with the Club Director, will also pose a risk to your child's spot at the Club.

Cancellation Policy

If a power outage, severe storm, or public health issue such as COVID-19 or other emergency occurs while children are in our care, the Club will remain open until parents can pick up. The Club reserves the right to close for any reason deemed an emergency.

Toys & Personal Items from Home

We ask that all children leave toys and personal items at home. Youth members (K-5) may not use personal cell phones, or any other such electronic devices from home while in our care. The Club is not responsible for any lost or stolen items while children are in our care.

Health Policy

- Please keep our staff informed of the health and well-being of your child.
- If your child is experiencing diarrhea, vomiting, or a fever please keep them home.
- Children should be fever free for 24 hours without fever-reducing medicine before returning to the Club. A fever is defined as 100.4 degrees F.
- A note from the child's physician declaring the child is well and free of communicable disease may be required to return to the program at the Club Director's request.
- If your child becomes ill while with us, we will contact you or the emergency contact person on file if you cannot be reached to pick up your child.

Medication:

If your child takes any...

- We will administer prescription medication at parent's request.
- Parents must complete and sign a medication authorization form. The medication cannot be given to the child until this form is complete.
- These medications must be in the original container labeled with the physician's directions and the child's name.

- No over-the-counter medication will be given such as Tylenol, cough liquid, etc. without written consent from the child's physician.
- All medication will be stored out of reach of any children and will be administered by an adult regardless of the age of the child.

Toileting

All children must be completely toilet trained in order to enroll in the before and after school program. In the case of an accident, the parent or guardian may be called in for assistance.

Child Abuse and Neglect & Child Abuse Reporting

The staff and management of the Boys & Girls Club are mandated reporters and are required to report any suspected signs of child abuse or neglect to the Department of Health and Human Services. Identity and information shared in this report is kept strictly confidential and will not be discussed with parents/guardians. The safety of the children is always our first concern.

Program Expectations

All children and staff deserve a positive and safe environment. All **members and parents** are expected to show respect to the Club by adhering to the following Code of Conducts.

Member Code of Conduct

Respect Club Equipment

- No sitting or putting your feet on the tables.
- Follow all Club rules pertaining to program areas.
- Do not use things without permission.
- Pick up after yourself.

Respect Staff, Volunteers, other Members, and Yourself

- Respect one another's personal space.
- Treat yourself and others with respect.
- Use appropriate language.
- Show good sportsmanship and be polite.

Absolutely Not Tolerated

- Bullying, fighting, or aggressive behavior.
- Inappropriate language or behavior.
- Tobacco, alcohol, drugs, or weapons of any kid.
- Disrespectful behavior.

Parent/Guardian Code of Conduct

- I will treat Club staff, volunteers, members and other parents with courtesy and respect.
- I will not address, for the purpose of correction or discipline, any child who is not my own.
- All behavior concerns will be brought to the attention of the Club staff or Club Director.
- I will encourage my child to participate in events and activities.

- I will remember that children learn best by example.
- I will work with Club staff to assist them in providing the most positive experience possible for all children.
- I will be reachable and communicative with Club staff.

There is a zero-tolerance policy regarding any form of bullying, harassment, and disrespect between Club parents and Club staff.

Discipline Process

When children do not display responsible and respectful behavior, our goal is to correct the behavior. Staff are trained to provide the 3C's: Clear Expectations, Compassion, and Coaching. Our discipline process is as follows (keep in mind that the action taken will depend on the severity of the situation/behavior):

1. Children will receive a verbal warning to discontinue disruptive behavior. A description of acceptable behavior is provided.
2. Children will receive an appropriate break in a place away from the situation, but within sight of the staff.
3. If the disruptive behavior continues, children will be removed from the activity being offered and parents will be provided a written incident report at the end of the day, outlining the disruptive behavior.
4. If the child's behavior is extremely disruptive or unsafe, the parent/guardian will be called to come and pick up their child.
5. Should the child's continued attendance in the program become uncertain, a meeting will be arranged between staff and parents.

As needed throughout this process, staff will engage with parents to do our best to meet the child's needs and help them succeed. Please inform staff of how you prefer to receive communication (text, email, phone, in-person).

Suspension & Dismissal

Examples of cases where children may be dismissed or suspended:

- Unresolved behavioral issues that are causing safety concerns.
- Illnesses that are impacting the child's ability to participate or that can be spread from one person to another.
- Inability to use the bathroom facilities without assistance from an adult.
- Youth or their parents not complying with program policies.
- Any use of drugs, alcohol, tobacco, or violence.

Incident Report Policy

An incident report will be filled out by program staff for accidents, injuries, and disciplinary action. When a member receives 3 disciplinary action incident reports, they may be suspended from the Club for one day. Parents will be notified by the staff if their child receives an incident report, and a copy will be sent in the mail. Parents may be asked to pick their child up for early dismissal from the program at any point.

Behavioral Health Professionals

Some children receive support services such as a school-based Behavioral Health Professional (BHP). To ensure the safety of the child, that needs are met, and that goals are maintained in alignment with the school, the Boys & Girls Club of Bangor requires any child who receives this service to be accompanied by their BHP while attending the Club.

If a child receives support from a BHP in the home and community setting, the BHP is welcome to attend, but not required to do so. Prior to attending, they will need to meet our volunteer screening and background check requirements.

Notable Items

What to Bring:

- Snack
- Water Bottle
- Backpack

Underlined items will be provided as needed.

Community Partners

- The Cole Land Transportation Museum
- Maine Discovery Museum and GSK
- Mission 2 Mars
- Bangor Region YMCA
- The Lace Theatre Company

Follow Us!

Facebook: [@Boys & Girls of Bangor](#)
[@Boys & Girls Club of Bangor Teen Center](#)

Instagram: [@bgcbangor](#)

Website: www.bgcbangor.org

Parent/Guardian,

After reading the Before & After-School 2024-2025 Parent Handbook, please sign this page. Please feel free to ask any staff member listed above any questions regarding the policies in the handbook.

By signing below, you acknowledge that you have received and read a copy of the Parent Handbook for the Boys & Girls Club of Bangor 2024-2025 Before & After-School Program and agree to follow all policies outlined within.

Parent/Guardian Name:

Member(s) Name:

Parent/Guardian Signature:

Date: