



**BOYS & GIRLS CLUB  
OF GREATER SALEM**

# **KIDS CLUB**

**LICENSED AFTER SCHOOL CHILD CARE  
BOYS & GIRLS CLUB OF GREATER SALEM  
AGES: 5-12**

## **PARENT HANDBOOK**

Located at the:

- **Witchcraft Heights Elementary School**
- **Saltonstall Elementary School**
- **Tabernacle Church**

**Main Office: 978-744-0915**

**Fax: 978-744-6203**

**Website: [WWW.BGCGS.ORG](http://WWW.BGCGS.ORG)**

By signing below I acknowledge that I have read and understand the above rules and responsibilities.  
Please return the signed paper to Site Coordinator.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**BOYS & GIRLS CLUB**  
OF GREATER SALEM

Dear Parents and Guardians:

Welcome to our licensed after school program, Kids Club! This handbook is designed to give parents and guardians a better understanding of the after school program offered by the Boys & Girls Club of Greater Salem. It includes detailed information about Kids Club program activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the school year.

The licensed after school program strives to provide an atmosphere where children can enjoy, grow, and learn. The staff welcomes suggestions and ideas that will help us to make your child's time at the after school program helpful and rewarding.

Many thanks go to the Tabernacle Church, as well as the Witchcraft and Saltonstall Schools for housing our program. We'd also like to thank the staff of the After School Program for their energy and the outstanding job they do with our members each and every day. Finally, we couldn't do what we do without the constant support of our kids' parents and guardians. If you have any questions about the content of this handbook, please feel free to contact me. I look forward to the time that we will be spending together!

Best regards,  
Oliver Prato, Director  
Licensed After School Child Care  
Boys & Girls Club of Greater Salem  
[oprato@bgcgs.org](mailto:oprato@bgcgs.org)  
978-744-0915 (Main Office)

# Table of Contents

Statement of Purpose ..... Page 4

Drop off & Pick up Procedures ..... Page 5

Rates & Payments ..... Page 6

Health Care Policy ..... Page 7

Allergies & Medications ..... Page 8

Emergency & Evacuation ..... Page 9

Universal Precaution & Transportation Plan ..... Page 10

Behavioral & Disciplinary Procedures ..... Page 11

Special Needs & Accommodations ..... Page 12

Kids Club Calendar 2016-2017 ..... Page 13

Local Family Resources ..... Page 14

## **Our Statement of Purpose:**

Welcome to our Kids Club provided by the Boys & Girls Club of Greater Salem! We offer high quality State Licensed Before & After School Child Care Programs at the Witchcraft Heights Elementary School and Saltonstall Elementary School. Our programs are open to children age 5 that are enrolled in Kindergarten thru 12 years of age. Our primary goal is to provide children a safe and fun environment with activities that promote the physical, social and emotional development of its participants.

The information and policies in this handbook will help you to understand our program. It is updated as needed and includes policies and regulations required by The Department of Early Education and Care. We hope you find it to be informative and useful. Please do not hesitate to speak to the Director of After School Child Care if you have any questions. Open and honest communication is very important to us. We look forward to working together with you and your child(ren) in their program experience with us!

The Salem neighborhoods in which we are located are bursting with cultural diversity. The staff and children in our child care programs reflect that diversity. There is a deep rooted sense of trust in our programs and in our Kids Club, and parents always feel comfortable and confident coming to us with their needs. The strength and success of our programs reflects the strength of these relationships.

Our Kids Club curriculum is dedicated to involve the children in daily activities that give them the opportunity to socialize with children from different backgrounds and abilities. Our staff members are trained and knowledgeable about appropriate methods for encouraging learning in an atmosphere of play. Each child is encouraged to participate in a variety of programs that stimulate growth and development thru educational programs, physical and recreational activities, arts and crafts projects and special club events.

### **Our Kids Club Program is licensed by:**

The Department of Early Education & Care  
360 Merrimack Street Building 9, 3rd Floor  
Lawrence, MA 01843  
Phone: 978-681-9684 Extension 334  
Fax: 978-689-7618  
Web: [www.eec.state.ma.us](http://www.eec.state.ma.us)

### **After School Program Contact Information**

Programs located at the:

#### **Witchcraft Heights Elementary School**

1 Frederick St, Salem MA 01970  
Site Coordinator: Sam Rivlin  
Program Number: 781-715-3957

#### **Saltonstall School**

211 Lafayette St, Salem MA 01970  
Site Coordinator: Rachel Yarid  
Program Number: 978-239-6652

#### **Tabernacle Church**

50 Washington Street, Salem MA 01970  
Site Coordinator: TBA  
Program Number: TBA

# **GREAT FUTURES START HERE.**

### **Drop off and Pick Up Procedure:**

The Boys & Girls Club, along with the Department of Early Education & Care require that all children enrolled in the program be signed in at their time of arrival by a Kids Club staff member and signed out by a parent/guardian or emergency contact at the time of pick-up. It is absolutely required that parent/guardian or emergency contact come in to the program and sign out their child.

Children will not be released to anyone unfamiliar to Kids Club staff or to anyone not listed on the contact sheet unless authorized by the parent. Parents must send a note, e-mail or phone the Program Director or the Site Coordinator to authorize another individual to pick up their child. Proper photo identification will be asked by the Site Coordinator before the child can be released to an unfamiliar individual.

The Kids Club program ends at 6:00 p.m. Parents must pick-up their child by 6:00 p.m. Parents who anticipate being late for any reason must call the program as early as possible. If a parent or other authorized individual has not picked up a child by 6:15, an attempt will be made to reach a parent. By 6:30, if no one has arrived for the child, an attempt will be made to reach an emergency contact. If no one is reached and the child has not been picked up by 7:00, the police will be notified.

Parents who are chronically late will be charged \$1.00 for every minute they are late. The late fee must be paid by the end of the following day. Continued late pick up can result in the child's termination from the program.

### **Parental Input and Participation**

Parent notifications may be made in writing, emails, flyers or at pick up time at each site. Notifications may also be made by phone calls or directly in person. Conferences may be requested at any time. The Club encourages parents to drop by and visit the program at any time. We believe in a collaborative effort between the parents and the staff will insure high quality of care given to the children. Open communication with each other is essential. Parents are encouraged to give input and ideas. Parents have the right to participate as equals in the planning of their child's program. Suggestions will be used if they can be incorporated into the program in a useful and safe manner. The staff will respect the values and suggestions of parents. An explanation will be given to the parent if a suggestion cannot be used.

### **How can Parents get involved?**

Classroom Volunteer - Parents can spend a nice day with their child and become familiar to the daily routine. Parents can also drop in for a "play date" with their child. Materials- Parents can donate new or slight used toys and materials from home, or help staff get some prep work done for programs. Some items we regularly need are: pencils, construction paper, art supplies, glue sticks, items for prizes, healthy **peanut free** snacks and drinks. There is a full list on our website [www.bgcs.org](http://www.bgcs.org). THANK YOU!

### **Progress Reports**

The Department of Early Education & Care, require all licensed after school programs, to conduct progress reports annually on each child enrolled in Witchcraft and Saltonstall. The content of this progress report is based on your child's growth and development within the parameters of our programs, Statement of Purpose. Progress Reports will be sent home late January/early February. We ask that parents review the information, share with your child, sign and return to the program. The Director of After School Child Care, Site Coordinator's and staff are always available to meet with parents on any matter.

### KIDS CLUB RATES

#### *\$25 Non-Refundable Enrollment Fee*

5 Days	\$375 per month
4 Days	\$345 per month
3 Days	\$300 per month
2 Days	\$240 per month

#### **For Financial Assistance please contact:**

Child Care Circuit  
190 Hampshire St  
Lawrence, MA 01840  
978-686-4288 or 877-823-2273

#### **Fees and Payments:**

- There is a \$25.00 registration fee for each child enrolling in the Kids Club program.
- Payments are due by the last day of each month. Services will be suspended if payments are not made.
- Payments should be made to the Boys & Girls Club of Greater Salem. Payments can be given to Site Coordinators, to the Director of Licensed Child Care, in person at the Collins Middle School room 409, or mailed to our P.O box (Boys & Girls Club of Greater Salem, P.O BOX #24, Salem, MA 01970.) It is your responsibility to ask for a receipt after every payment.
- Payments can be charged automatically by filling out an Electronic Payment paper. If you are interested in your payments being removed weekly, bi-weekly or monthly, that option is also available.
- Invoices will be delivered to each site on the first week of each month.
- Parents who register their child and choose not to send their child due to illness and/or personal vacation; payments are still due in the amount of days the child is registered for. Your account will also continue to be charged for days missed due to suspension.
- Parents registering for a 2, 3, 4 or 5-day schedule must do so with the understanding that all schedule change requests must be approved by the Site Coordinator or the Director of After-School Child Care.
- We accept Child Care Circuit Vouchers. Parents using a Child Care Circuit voucher must be responsible for maintaining a current voucher and paying parent fees by the last day of each month.
- Early release days are included in your monthly fees. We are open immediately after dismissal until 6 p.m.
- If you would like to remove your child from the program, please ask the Site Coordinator for a closure form and give us a two-week notice.
- For school vacation weeks and full professional development days, registration is absolutely required. We are open at our Witchcraft location only from 7:30am – 6 p.m. Four hours are included in your monthly fee. There is a \$25 per day fee if care is needed longer than four hours.
- Please note that we will not pro-rate February and April monthly fees because of school vacation week. Monthly fees include 4 hours of child care during those weeks; if parents choose not to utilize our child care, payments are still due in the amount of days your child is regularly registered for.
- The Boys & Girls Club of Greater Salem reserves the right to impose fees for late pick ups and/or to revoke the enrollment of any child whose account is past due.
- We will not be offering a sibling discount. We will be offering families a free week of Summer Camp for the 2nd child enrolled in Kids Club during the school year. This free week of camp can be used for the first week of Camp ONLY and is non-transferable to any other week of camp.
- **For all payment related questions, please contact our accountant, Natalie Thelen. She can be reached at [nthelen@bgcgs.org](mailto:nthelen@bgcgs.org) or by phone at 978-744-0915. (Please note: Site Coordinators or program staff do not know your tuition amount or balances. Contact the accountant directly, thank you!)**
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### Health Care Policy:

**First Aid Kit Locations:** Witchcraft: Blue Bag on Stage or with Site Coordinator

Saltonstall: Brown File Cabinet in Café, or with Site Coordinator

Tabernacle Church: With Site Coordinator

The Boys & Girls Club of Greater Salem will do everything possible to provide the children in its care a safe environment to learn and grow in. The club will abide by all the safety regulations set forth by the Department of Early Education and Care. If a child sustains a minor injury while in the program, a staff member will administer first aid and notify the parent via accident report at the time of pick-up. The injury will also be documented in the members file. If a child bumps or hits their head, the director or staff member will notify the parent by telephone. The parent can make the decision as to whether they wish for the child to remain in care for the rest of the day. The Director will review all injury reports.

We take every precaution possible to maintain all the children's safety. However, there are occasions when a child needs medical assistance (i.e. sprain, allergic reaction, etc.) We maintain release forms so that in case of an emergency we may obtain the appropriate care as soon as possible for the child. If a child is transported by ambulance to a hospital, payment for such services will be the sole responsibility of the parent. It is vital all allergies or medical issues be noted on the child's enrollment form which are discretely posted and noted by staff. If your religious beliefs conflict with this health care policy, please see the Director. Please be sure to keep all telephone numbers and emergency contacts up to date with the Boys & Girls Club.

#### **Care of mildly ill children:**

We are a well-childcare facility. We do not have the credentials or license to care for sick children. This includes children with contagious illnesses and children who are just not feeling well. We understand it can be very difficult for parents to miss work and/or find alternative care; however, it is in everyone in the programs best interest for sick children not to be around other people in the program.

If a child becomes ill while in care, we will call the parent to have the child picked up no longer than one hour of contact. If a parent cannot be reached, we will contact an emergency contact. While waiting for a pick up a child will be kept away from others in the Directors office. For School Sites a quiet area will be made as comfortable as possible. A snack, juice and quiet play activities will be given if appropriate. Upon a child's departure, any materials used will be disinfected. We ask that parents notify the club it is determined the child has a contagious disease.

#### **Please do not bring your child to the Boys & Girls Club, Kids Club Program if:**

- The child has a fever of 101 degrees or higher or has had one during the 24-hour period.
- The child is vomiting or has diarrhea.

#### **Children will be sent home from the Boys & Girls Club, Kids Club Program if:**

- The child vomits or has two loose/diarrhea stools.
- Children will be sent home with fevers over 101.
- The child is complaining of ear/toothache
- The child has heavy nasal or eye discharge
- The child is fussy, cranky, not feeling well
- The child has undiagnosed rash or red marks.
- The child has symptoms of a contagious disease (i.e. impetigo, chicken pox, strep throat, head lice.)

Please note: We will require a doctor's note for any child to return to the club with a rash or head lice.

**Children with allergies and other emergency medical issues:**

A list of children's allergies & medical issues will be maintained and posted, discretely on a display board, to which the staff have easy access. Staff will monitor environment and remove any items of risk. It is required by the Department of Early Education and Care that children enrolled in the program with a chronic medical condition and/or allergy which has been diagnosed by a licensed health care practitioner, have an Individual Health Care Plan located in their file. Individual Health Care Plans are to be completed and signed by a physician/healthcare provider along with the parent/guardian. If your child needs a Food Allergy & Asthma Action Plan, please have the plan that pertains to your child's medical condition completed and turned into Kids Club Staff, within 30 days of enrollment. If your child requires any emergency or lifesaving medications, such as an inhaler or epi-pen, the medication must be brought to the program in its original prescription bottle; the label must have the child's name, name of medication, dosage, criteria for administration and start and end dates.

If for any reason a parent/guardian refuses to complete Allergy and/or Asthma Action Plan and send in required emergency or lifesaving medications listed on the Individual Health Care plan; the child will not be able to continue attending the program. The deadline for turning in the Individual Health Care Plan, along with medications is 30 days after their initial enrollment date.

**\*\*Please note: For children taking the bus from school to the Boys & Girls Club; the bus will not have your child's personal emergency and/or lifesaving medications on board. 911 will be called if there are any emergencies.\*\***

**Medication administration and documentation:**

We recommend parents administer any medication for the child at home. If a prescription requires that it be given during the day, parents may make arrangements with the staff to do so. Parents must fill out a medication consent form (606CMR 7.11(2)(b)). The medication must be contained in the original prescription bottle; the label must have the child's name, the criteria for administration ONLY when accompanied by a physician note which states the child's name, name of medication, dosage, criteria for administration and start and end dates. Parents will be asked to meet with the Site Coordinator to review the above information. Site Coordinators will be the one to administer medication to a child, unless another arrangement has been made by the Director or Parent/Guardian. Topical, non-prescription medications are not applied to open wounds, rashes, or broken out skin.

Medication will be kept in refrigerators or up high away from children. Leftover medication will be sent home with parents. If during the course of medication, there is a change, we will require a note from the child's physician, as well as a new bottle with a new label. Please note on the medical form any possible side effects a child may have from the medicine. A written record of the administration of any prescription or non-prescription medication shall be maintained for each child, which includes the time and date of each administration, the dosage, the name of the staff member administering the medication, and the name of the child. The completed record shall be kept as a part of the child's file.



**In the event that a child needs urgent medical care a staff member will follow these procedures:**

Staff will call 911, then call the parent and calmly explain what happened. If a parent cannot be reached, emergency contacts will be notified and the staff will continue to try and reach the parent. If a child needs immediate medical attention they will be transported by ambulance to Massachusetts General Hospital for Children at North Shore Medical Center. The program director or staff will accompany the child and wait with them until the parent arrives. Please note that except in the case of a life threatening emergency the hospital will not treat the patient without parental consent.

**Outings/Field Trips:**

A first aid kit, emergency forms with phone numbers, a portable cell phone, and medical release forms will travel with the children. If a child should become ill or need medical attention while off-site the staff will call 911 if necessary or phone the parent to arrange for the child to be picked up. The staff will remain with the child and an accident report will be filed and given to the parent.

**Emergency and Evacuation Procedures:**

- Emergency and evacuation plans are posted in each activity area within each site.
- Fire Drills are held once a month and logged in the fire drill/evacuation log, maintained by the Site Coordinator.
- The staff person(s) in each activity area at the time of any evacuation will be responsible for leading the children out of the building across the street to the grass island.
- The Site Coordinator is responsible for checking stragglers, while also being responsible for taking attendance, children's files, medications and first aid kit and checking it with the number of children evacuated.

**Elementary School (Witchcraft and Saltonstall) Evacuation:**

Staff will take the children and leave via the closest emergency exit following the posted route. If the larger area around the school must be evacuated, transportation to the main club at 29 Highland Ave. will be arranged. The Site Coordinator will be responsible for bringing the children's files and medications, the attendance book, and the cellular phone. Staff will notify parents if the children need to be picked up early, or in the event the children are transported off-site.

Kids Club programs located in an elementary school have a crisis/emergency plan set in place if a crisis does occur. These plans are kept confidential.

**Procedures for Reporting Child Abuse or Neglect:** Department of Children & Families: 1-800-792-5200

The Boys & Girls Club shall protect children from abuse and neglect while they are in our care. The Boys & Girls Club of Greater Salem will cooperate in all investigations of abuse and neglect, including identifying parents of children currently or previously enrolled in the club: providing consent for disclosure to the DEEC of information from and allowing the DEEC to disclose information to any person/agency the DEEC may specify as necessary to the prompt investigation of allegations and the protection of children.

All Boys & Girls Club staff (notified date of hire) are mandated reporters of suspected child abuse and neglect. If abuse or neglect is suspected, staff will report immediately to the Program Director or Executive Director. The Executive Director will file a 51A report to the Department of Children & Families.

The Executive Director will notify DEEC if a 51A is filed with DCF against a staff member. If a staff person is accused of allegedly abusing or neglecting a child, the Executive Director shall notify that staff person. The staff person may be suspended or arrangements may be made so that the staff person does not work directly with the children until the DCF/DEEC investigation is completed and it is approved by DEEC.

**Injury Prevention and Management:**

- The Program Director regularly conducts assessments of the program environment for potential hazard
- Hazardous materials or toxic substances will be kept in a locked area to which the children cannot access.
- Staff will immediately report any potential or real hazards to the Program Director or licensee.
- Injury logs with a record of all staff and child injuries and will be kept in a three ring binder. The Program Director will be checking in on these logs regularly.
- For injuries beyond minor first aid, an injury report will be filled out and kept in the child’s file. Parents will receive a copy within 24 hours.
- The Program Director shall report to the Department of Early Education & Care of any serious injury, hospitalization, or death of any child while in the program’s care.

**Universal Precautions:**

Universal precautions consider all children’s blood and bodily fluids as potentially infectious. Universal precautions shall be used in the care of all children, especially when an emergency situation occurs (nosebleed, loose tooth, cut etc.) The risk of blood exposure is increased when the infectious status is unknown. Universal precaution shall include the following procedures: Gloves shall be used at all times when handling or cleaning a child, object or surface soiled by feces, urine, blood or vomit and be disposed of in a lined container. Any clothing that has been soiled shall be placed in a plastic bag, labeled with the child’s name and kept away from any other items. Parents shall collect soiled items at the end of the day. Hands and other skin surfaces shall be washed immediately and thoroughly if contaminated with blood or other bodily fluids. Hands will also be washed after removing gloves. Blood spills or other bodily fluids shall be cleaned immediately using 1:10 bleach water solution. Gloves will be worn, and any material used to clean it will be disposed of in a double lines plastic bag.

**Snack:**

An afternoon snack and drink is provided each day. This snack will meet USDA requirements. The snack is posted every day on our tri fold. If your child does not like/cannot eat our snacks, please provide alternative option. Please ensure that it does not contain any form of peanut products.

**Hand Washing:**

The staff will assist and supervise all children in this procedure. All staff and children are required to wash hands with liquid soap and running water for the following:

1. After bathroom usage
2. Handling children with cold symptoms
3. Wiping or blowing noses
4. Contact with bodily fluids
5. Before and after handling food
6. After cleaning

**Transportation Plan:**

All children participating in the Kids Club Program at the Witchcraft Heights and Saltonstall Kids Clubs, will be walking unsupervised, from their classrooms to our program space where they will check-in with our Site Coordinators. If the child does not arrive to the program we will check in with the school office to see if the child attended school that day.

When a child transported by the Public School System, does not arrive to the Boys & Girls Club within thirty minutes of their scheduled arrival time and the parent/guardian has not notified the Boys & Girls Club of absence or late arrival, the Site Coordinator and/or Program Director will contact the Transportation Department. If the Transportation Department cannot be reached, the parent will be contacted immediately. If for any reason we cannot reach the parent, the child's emergency contact person will be contacted. The Transportation office can be reached at 978 740-1240.

### **Behavior and Disciplinary Procedures**

#### **Behavior Management Plan:**

All discipline and guidance shall be consistent and based on an understanding of the individual needs and development of the child. Staff will draw on a range of skills to work with children in promoting positive behavior that will assist them with socializing with other children and promoting individual self-esteem. The Site Coordinator will handle all discipline issues. The Kids Club staff shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it.

- Children will not be subjected to cruel or severe punishment, humiliation or verbal abuse.
- In all cases, (individual behavioral cases and/or where two or more children are involved in an argument or altercation), each child will be encouraged to discuss the course of events that led to the issue.
- Children will not be subjected to abuse or neglect.
- Corporal punishment shall not be used, including spanking.
- Children will not be denied food or drink as a form of punishment or punished related to eating or not eating foods.
- Children will not be punished for soiling, wetting, or not using the toilet.
- Every child will be spoken to with a low voice. No loud voices shall be allowed by a staff member, unless the situation requires this for safety.
- If a child needs time away from the situation, staff will pick a suitable area and ask the child to sit for no more than ten minutes to calm down. A child may be re-directed to another activity if he or she is having a difficult time in any one play situation.
- Every child will be asked what better positive choice they could be making in any given situation regarding misbehavior.

#### **Disciplinary Procedures:**

We believe through a consistent, well-articulated and respected system of discipline, children will understand and accept the importance of considerate individual and group behavior. Staff will set clear limits, offering children the option to exercise choice when possible. Staff members are encouraged to include children in the process of developing program rules and guidelines. Once clear expectations have been established, each case of inappropriate behavior will be handled according to the severity of the situation, the staff's knowledge of the individual child, his or her age, and the child's ability to respond appropriately. The following procedures may serve as a general guide, taking into consideration the specific situation and children involved:

- Soothe any injured or unhappy child
- Encourage participants to verbalize feelings and events.
- Identify the problem, explaining how the behavior has infringed on the rights of other children, materials, safety considerations, etc. Redirect the child to an appropriate activity.
- Communicate clearly what the consequences will be if the inappropriate behavior continues.
- All consequences will be logically related to the behavior they follow. The goal of a disciplinary measure is not to punish, but empower children to naturally develop a sense of responsibility for personal actions.

#### **Suspension:**

A child may be suspended from the program if the Director and the staff feel the child's behavior is disruptive or severe enough to warrant suspension. The length of the suspension will be case specific pending on the severity of the act. The following behaviors are considered to be disruptive or severe:

- Fighting or physical aggression towards another child or staff member
- Disrespect of any Club staff
- Swearing
- Stealing
- Destruction of Club or others personal property
- Disruption of the Kids Club scheduled routine of activities and programs

**Disciplinary Procedure:**

1st Incident - Parent will be notified verbally and or in writing.

2nd Incident - Child will receive a written warning, parent may be asked to pick child up early.

3rd Incident- Child will be suspended for a day.

4<sup>th</sup> Incident - The action taken is at the discretion of the director and staff. There will be a consultation with the parent. This may result in another suspension or termination of care.

**Accommodations and Special Needs**

The Boys & Girls Club of Greater Salem will make every effort to reasonably accommodate children with disabilities into programs and activities. Kids Club staff will work closely with parents/guardians and other professionals to carefully meet and respond to the unique needs of children and families, including but not limited to identifying and removing barriers to participation and using developmentally appropriate practices to provide an inclusive and safe environment. Occasionally, despite program modifications and efforts to accommodate children, it may be determined that Boys & Girls Club programs are unable to meet the needs of a child. If a child's participation poses a significant risk to the health or safety of self or others, which cannot be lessened by modifications in policies, practices or procedures, or the provision of services, a child may be removed from the program. Prior to termination from the program, the Site Coordinator at the school site shall meet with the parent/legal guardian of the student to apprise them of the problems. In an emergency situation, for health and safety reasons, a child may be immediately terminated from the program, and a follow-up meeting with the parent/legal guardian shall be offered.

\*The Americans with Disabilities Act (ADA) does not require the BCGS to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial hardship.

**Accommodation Requests**

For the child with a disability, who is identified by parents or who is known to the Kids Club program staff to have special needs, we will do our best to provide reasonable modifications as are necessary to afford the child an opportunity to participate. (1) The parent/legal guardian makes a written request to the Site Coordinator for an accommodation (2) The Site Coordinator and the Director shall meet with the parent/legal guardian to discuss the request and consult with other school staff familiar with the child to identify the particular needs of the child; determine what program modifications if any, will be necessary to reasonably accommodate the special needs of the child and whether these modifications can be reasonably provided and consider possible alternatives that may offer the child a comparable program. (3) Once the Site Staff formulate their recommendation, the Site Coordinator to the child's file and it will be reviewed by all staff members that care for the child. (4) If the child with a disability is enrolled in the Kids Club program, the Site Coordinator will continue to determine that the accommodations are effective and that the health and safety needs of the child and other Club members are met.



**BOYS & GIRLS CLUB  
OF GREATER SALEM**  
**KIDS CLUB**

**2017-2018 School Year Calendar**

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2017						
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					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2018						
S	M	T	W	Th	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- Thursday, September 7th** - First day of school!
- Monday, September 11th** - First day for Kindergartners
- Wednesday, September 27th** - Half day of school (open at the time of dismissal)
- Monday, October 9th** - Closed (Columbus Day)
- Wednesday, October 18th** - Half day of school (open at the time of dismissal)
- Monday, Nov 6 - Friday, Nov 10th** - Saltonstall Intersession, Kids Club open 3:00-6:00
- Tuesday, November 7th** - Full day, open at Witchcraft 7:30 a.m. - 6:00 p.m.
- Friday, November 10th** - Closed (Veterans Day)
- Wednesday, November 22nd** - Half day before Thanksgiving
- Thursday and Friday November 23th and 24th** - Closed (thanksgiving break)
- Wednesday, December 6th** - Half day of school (open at the time of dismissal)
- Wednesday, December 20th** - Half day of school (open at the time of dismissal)
- Monday, December 25-Monday, January 1st** - Closed (Winter Break)
- Tuesday, January 2nd** - Kids Club re-opens
- Friday, January 12th** - Full day, Open at Witchcraft 7:30-6:00 p.m.
- Monday, January 15th** - Closed (Martin Luther King Day)
- Wednesday, January 24th** - Half day of school (open at the time of dismissal)
- Monday, Feb 19th - Friday, February 23rd**  
Vacation Week. Open at Witchcraft 7:30-6:00
- Wednesday, March 7th** - Full day, Open at Witchcraft 7:30-6:00 p.m.
- Wednesday, March 21st** - Half day (open at the time of dismissal)
- Friday, March 30th** - Closed (Good Friday)
- Wednesday, April 11th** - Half day (open at the time of dismissal)
- Monday, April 16th - Friday, April 20th**  
Vacation week, open at Witchcraft 7:30-6:00 (Saltonstall may have snow day make-up, TBA)
- Monday, May 28th** - Closed (Memorial Day)
- Tuesday, June 19th** - Last day for Kindergarten at Witchcraft and HMLS
- Thursday, June 21st** - Last Day of school for Witch and HMLS, half day (pending Snow Days)
- Monday, June 22nd** - Last day for Kindergarten at Saltonstall
- Tuesday, June 26th** - Last Day of school for Salts, half day (pending Snow Days)

**Administrative Organizational Chart**

- Board of Directors
- Executive Director
- Chief of Operations
- Director of After-School Child Care
- Site Coordinators
- Group Leaders
- Student Interns
- Volunteers

If a problem exists with any of the Staff in the program, parents can report to the Director of After School Child Care. If the issue so warrants the Director will report to the Executive Director who will report to The Board of Directors.

### **Local Family Resources**

#### Department of Transitional Assistance (DTA)

Independence - Food Stamps – Financial Assistance – Emergency Shelter  
Salem: 978 - 825 - 7300

#### North Shore Community Action Programs (NSCAP)

Housing Programs – Education & Training Programs – Fuel & Energy Programs  
Client Services – Homecare  
Peabody: 978 - 531 - 0767

#### Children’s Friend and Family Services

Counseling – Free Parent Support Groups  
978 - 744 - 7905  
110 Boston Street  
Salem, MA 01970

#### Family Self-Sufficiency Center, Inc.

Education – Job Training - ESOL – GED – Citizenship – Financial Management – Work Readiness  
Workshops – Job Coaching – Basic Computer Skills  
978-745-7409  
280 Washington St.  
Salem, MA 01970  
Email: info@fsscenter.org

#### Child Care Circuit

Financial Assistance – Program Vouchers  
190 Hampshire St  
Lawrence, MA 01840  
978-686-4288 or 877-823-2273

#### Salem Public Schools

Free Parent Workshops  
The Parent – Child Home Program  
978 - 745 - 5931  
29 Highland Ave  
Salem, MA 01970