



Parent Handbook 2025-2026

Welcome to the Boys and Girls Clubs of Newport County. The mission of the Boys and Girls Club is to inspire and enable all young people, especially those who need us the most, to realize their full potential as productive, responsible and caring citizens. The three core program pillars of Boys & Girls Clubs are Academic Success, Good Character and Citizenship, and Healthy Lifestyles. These pillars represent the key areas of focus for the organization in helping young people reach their full potential. Programs are designed and centered around our three pillars. It is the expectation for all members registered to actively participate in programs given.

Academic Success:

This pillar focuses on providing support and resources to help youth succeed in school, including tutoring, homework assistance, and engaging learning experiences and activities.

- Homework Help
- Learn 365
- Brain Gym
- Steam

Good Character and Citizenship:

This pillar emphasizes the development of positive character traits, leadership skills, and a sense of responsibility towards their community.

- Passport to Manhood
- Smart Girls
- Torch Club
- Positive Action
- Community Service Projects

Healthy Lifestyles:

This pillar promotes physical and emotional well-being through activities like sports, recreation, and education on healthy choices.

- Swim
- Cooking
- Triple Play
- Poetry Club
- Sports
- Creative Arts
- Music

We believe that with the right relationships and the right resources every member can be successful. In this document, you will find program information, expectations, policies and procedures that will assist in reaching those goals.

Office Hours

School Days 6:30-6:30
Full Day 8:00-4:30

Programs Hours

Before Care 6:30-8:15
After Care 2:30-6:30
Half Days 8:00-12:30 (No Transportation Provided)
Full Days 8:00-4:30 (No Transportation Provided)
Dinner 5:00pm

Tuition

Before Care \$40
After Care \$160
Both \$200

*Rates are not prorated.

Payment Days:

Monday through Friday

(Payment is taken at the front desk only during office hours in person or over the phone.)

Payment Methods:

Check, Cash, Money Orders, Visa/MC

Payment Due Dates:

All payments are due by Friday for the following week. Before your child's first day of attendance, the fee for the first week must be paid in full.

Late Payment Fee:

If payment in full is not received within two weeks of initial invoice, a late payment fee of \$5.00 per child for the 1st week and \$10.00 per child for the 2nd week may be added to your account, unless payment arrangements have been previously determined. After the second week of non-payment, you will be referred to our finance office to discuss your status. Your child will not be able to return until the bill is paid in full, or an appropriate payment plan/arrangement has been made. **The Club will notify the school that the child will not be picked up.**

Responsible Parent/Guardian:

The person responsible for paying the bill is the parent/guardian who enrolled the child in the program and signed the enrollment forms. All communication regarding the bill will solo go to that parent/guardian. We can provide itemized statements upon request.

Enrollment & Withdrawal

We welcome you to schedule a visit to our program at any time. You will be given a tour of the facilities and have an opportunity to observe the Club programs. Any member registered but does not show up within the first two weeks will be disenrolled and placed on a waitlist. **The Club will notify the school that the child will not be picked up.**

If at any time, after enrollment, we have concerns about a child, the parent/guardian will be asked to meet with the Program Director. Parents/guardians may ask for a conference with Kids' Clubhouse staff at any time.

Enrollment:

Prior to attending the Kids' Clubhouse program, the following must be completed and on file in the office: a updated membership form, the enrollment form, emergency information, and payment for the first week of the program and membership dues. Before the first day of enrollment, the following must be returned: handbook acknowledgement and discipline policy. If there is a balance on your account, you must meet with the finance team to create a payment plan before the member can attend. Members must be fully potty trained and able to dress themselves in order to attend Kids' Clubhouse.

PLEASE NOTE: A valid email address is required for each registrant.

Attendance

Before and aftercare are available for members who attend school and are in good health condition. If your member is absent from school, they must stay home from program. If your child is going to be absent from the Kids' Clubhouse program for one week or longer, it is your responsibility to notify us, in writing, of your child's absence at least two weeks prior to the absence. If we are not notified, you will be charged the weekly fee for that time period.

Illness at the Club:

Should a medical issue arise the Boys & Girls Club of Newport will make every effort to contact someone at the emergency numbers provided before any medical action is taken. However, in the event of an emergency contact cannot be reached; the Club will take your child to the nearest hospital, or the hospital determined best by service of the local rescue squad. Serious injuries will be addressed immediately.

It is essential that every parent/guardian cooperate fully with the Kids' Clubhouse health program policies. When there are symptoms of illness or other indications that a child is not well enough for group activities, arrangements must be made for his/her care at home. The Boys & Girls Club of Newport has no provisions for the care of children who are ill. **We do not administer any unprescribed medications.**

Exposure to communicable diseases and any infectious illnesses of other family members should be promptly reported so that the Boys & Girls Club of Newport may be alerted to early symptoms.

A child with a temperature of 100.4°F or higher, rashes, diarrhea, irritated eye, and/or vomiting **MUST** remain at home for at least 24 hours. If you child becomes sick while at the club, they will be sent home immediately. Child must be picked up within an hour. If your child becomes sick at school, they will not be permitted to the club. No child should come to the Club who do not feel well enough to participate in all Club activities.

Returning after illness/injury:

The following must be adhered to when returning from an illness:

1. Simple cold - When a child is absent for a simple cold, s/he may be readmitted to the Club as long as there is no temperature, diarrhea or vomiting within a 24 hour period.
2. Temperatures over 100.4°F, diarrhea, vomiting - Following an illness accompanied by a rise in temperature, diarrhea and/or vomiting, a child must be excluded from the Club until 24 hours after the temperature has returned to normal without fever reducing medication and/or bouts of diarrhea and vomiting have stopped.
3. Unidentified rashes – A child may return to the Club when the office has received a doctor's note stating that s/he is not contagious and may return to the Club.

4. Chicken Pox - All scabs must be gone before a child returns to the Club. A doctor's note is required before a child may return to the Club.
5. Head Lice - A child must be lice/nit free to remain at the Club. A doctor's note is required before a child may return to the Club.
6. Pink Eye - After treatment, a child must have a doctor's note stating that they are no longer contagious and may return to the Club on file in the office.
7. Covid – A child may return to the club 6 days after their positive results.
8. Cast/boot/sling – A child can not attend the club in a cast, boot, or a sling. A doctor's note is required before a child may return to the Club stating the child can return to normal physical activity.
9. Serious Injury – A child with a major injury, such as sprain, gash in flesh, etc will be sent home immediately and must have a doctor's note stating the child can return to normal physical activity.
10. Hand, Foot and Mouth – A child can not return until they are fever free for 24 hours without fever reducing medications, all blisters have dried up and healed, and there are no open sores or blisters.

If your child is sick with anything contagious, please inform the club so we may properly clean and sanitize the facility to reduce further spreading.

Withdrawal/Disenrollment from Program:

1. The person who enrolls the child must be the person who removes them from the program, giving the office one week's notice in writing which includes date of withdrawal, authorized parent signature and reason for leaving. This information must be given by the authorized parent to the front desk or Program Director. Special arrangements may be made on a case by case basis, depending on the circumstances.
2. According to the Department of Children, Youth and Families (DCYF) regulations, the Boys & Girls Club of Newport must adhere to a 1 to 13 adult-child ratio for all children, and we take this responsibility seriously. If one child's behavior continually prevents that from occurring, or if a child demonstrates repeated aggressive behavior toward others, the parent/guardian will be requested to withdraw the child, and will be given one week to do so.
3. Any child absent for two consecutive weeks, without notification to the office, will be disenrolled and placed on our waitlist. After an additional week absent, member will be considered withdrawn and charges will apply. If you would like to withdraw your child, please notify the office as soon as possible to avoid extra charges.
4. We reserve the right to remove a child if the parents/guardians do not cooperate with Kids' Clubhouse policies and procedures. One week's notice will be given.
5. We reserve the right to remove a child if payments are not made when due. Please see our payment policies.
6. It is the policy of the Club to provide, at all times, an environment free of harassing conduct, better enabling us to focus on and fulfill the mission of the Club. The Club will not tolerate any form of harassing conduct that is based upon an individual's race, ethnicity, religion, sex, age, physical size, national origin, disability, marital status, veteran's status, sexual orientation or other protected status. For these purposes, the term "harassing conduct" includes, but is not limited to, slurs, jokes, or other verbal,

graphic, or physical actions which has the purpose or effect of unreasonably interfering with an individual's work performance or club experience, or creating an intimidating, hostile, or offensive environment for staff or members. Any parent or member violating this policy will be subject to being withdrawn from Kids Clubhouse.

Any withdrawn or disenrolled member will not be able to re-enroll until all fees are paid in full.

Late Pick-Up

All members are required to be picked up by 6:30pm. After 6:30pm, program directors or front office staff will call individuals from the member's emergency contact list for pick-up arrangements. Members not picked up within 30 minutes are subject to be dropped off at the Newport Police Department. A late fee of \$10.00 will be charged every 15 minutes for each child that is picked up after dismissal time and is due at time of pick-up. This includes an additional \$10 fee when members are returned on transportation. **Your child will not be able to return until all fees are paid in full.** Please note, program credits do not apply to late fees. We reserve the right to remove a child after the THIRD occurrence of Late Pickup after dismissal.

Vacation Weeks

The Newport School Department vacation weeks in December, February and April are not considered part of the Kids' Clubhouse programming. Families enroll for programming prior to vacation week. This will ensure us proper staffing and meal counts.

Transportation

Transportation is a courtesy and provided according to space availability. Members live more than 2 miles and need it **daily** have priority. If there is a waitlist, members not using it daily will be placed on the waitlist. Transportation begins immediately after dinner. Members will be dropped off at a bus stop based on the address on file at the time of transportation registration. Members are only allowed one drop-off location. If you are unable to make it to the bus stop on time, you must contact the office by 4:00pm to arrange pick-up at the club. **Members will NOT be dropped off at an alternative location.** Be prepared to receive your child between 5:30 PM and 7:00 PM daily by transportation. Only family members listed as authorized pick-up in the Club system can receive the child. Always be prepared to show identification at drop-off daily. If no one is at the bus to pick-up, driver will wait 3 minutes. After 3 minutes, the member(s) will be returned to the Club after the bus completes its entire run. A \$10 charge will be applied to the account per member. The charge must be paid in full before the member can return for before or aftercare. After the third offense, members will lose transportation privileges.

Members on transportation must adhere to safety and behavior protocols. Seatbelts must be used at all times correctly. Not wearing the seatbelt correctly or disconnecting the seat will result in an automatic suspension. Automatic suspension also applies if a member disconnects anyone else's seatbelt. Electronic devices (cellphones, tablets, etc.) must not be used on Club vehicles. There is no yelling, cursing, arguing or fighting on Club vehicles. There is also no eating or drinking on the vehicles.

If transportation is no longer needed, notify the Club to update the list. If unused for two weeks, transportation spots will be reassigned. This includes suspensions. Violating any of these guidelines will result in loss of transportation privileges.

The safety and timely transport of all members is our top priority

Food and Nutrition Program

We know how important it is for each child to have a healthy and nutritious meal each evening. As such, breakfast, snack and dinner are served daily. Dinner served by the Kids' Clubhouse program is of sufficient quantity and quality to provide for the nutritional needs of each child as established by the USDA and Department of Education Child Care Food Program. Additionally, our menus abide by the State of Rhode Island Department of Health Regulations for the Child and Adult Care Food Program. Menus are available upon request. The USDA is an equal opportunity employer and provider.

It is important to note that we are an all-nut free facility. Members cannot bring any food with any nut included.

Medical History:

We do not require a copy of your child's immunizations or Pediatric Health Form, however, if there is a medical need (food allergies, ADD/ ADHD etc....) that we should be aware of, please make note of it on the Kids' Clubhouse Registration Form.

Special Needs:

In the case of a child with special needs, a determination shall be made prior to enrollment in the program as to the extent those needs can be adequately met by the program. This review will be done by parents/guardians and Kids' Clubhouse staff and may involve appropriate specialists. The Director of Programs shall decide whether or not to admit the child on a trial basis. If a child with special need is not disclosed prior to enrollment, director reserves the right to remove the member from program until a meeting and a plan has been established.

If it is determined following enrollment that your child has special needs which cannot be met in our Kids' Clubhouse program, we will request that you find alternative before/after-school care program within a 2 week timeframe.

Child Abuse/Neglect:

We are mandated reporters. Suspected cases of child abuse and/or neglect will be reported to DCYF as required by law.

Fire Drills:

A fire drill and building evacuation will be conducted at least 15 times yearly during the hours of child care services. Please make sure you are dressing your child for the weather outside, for a fire drill can happen at any time.

Outside Play:

Our policy is that if your child is well enough to attend the Club, s/he is well enough to join other children in the daily outside play. Children go outside every day, except in inclement weather conditions. Please dress your child accordingly. Members must remain home if they are unable to participate in outside activities.

Emergency Contacts:

Children will be released only to those persons whose names are listed on the emergency list for both in-club pick up and transportation drop-off. Children are only released to individuals 18 years or older who are not under the influence. Parent/Guardian must bring in a copy of any custody or restraining order relating to the child. Positive identification must be shown at the time of pickup and no child will be released to anyone without Club staff members verifying their identity with a photo id. It is the recommendation that IDs are available daily. Staffing can change and ID will be required. **Any changes to the pick-up list must be done in person by the primary contact listed in the system before anyone**

new is authorized to pick-up. Please update phone numbers and contacts whenever a change is made to be sure we have up to date information.

If the adult picking up is under the influence, adults on the pick-up list will be contacted as an alternative. After 6:30, late pick-up policy will be in effect. Please note, any adult who is not cooperative during this procedure will be asked to leave the property. Newport Police Department will be contacted for anyone who does not cooperate.

If the adult picking up is high or drunk, the child will not be released and Newport Police Department will be contacted.

Drop Off/Sign-In Sheets:

All children in before care must be brought into the building before 8:00 a.m. and signed in with the program leader or front desk daily BY AN ADULT in order to ensure on-time arrival to school. For safety reasons we need to know where a child is at all times. Children may not be dropped off in the parking lot. **In addition, all parents must enter the Club and sign out their child(ren) and wait for them inside the foyer at dismissal. Members will not be allowed to meet their families outside.**

Supervision Policy

Children must be accompanied by a parent or guardian except when under the direct supervision of KCH Staff. Only active club members can enter program space. Younger siblings must remain with their parent. Children may not be left unattended at any time.

Parents must sign their child in at the front desk for morning care. Staff will escort them to their classroom.

Members must be picked up promptly at the end of each day. For your child's safety, we will release your member only to those listed on the registration. NO EXCEPTIONS! Please bring a photo ID when you pick up your child so we can identify you.

Weather

IMPORTANT: During freezing rain, icy road conditions, etc., the Kids' Clubhouse program typically closes when the Newport School Department closes. Always check ahead to see if the Club is open! The Boys & Girls Club of Newport will announce cancellations with local media and our website. Parents/guardians, or a designated representative, must pick up their children upon announcement of program cancellations within 1 hour of said cancellation. The Club will not provide transport during inclement weather.

What to Bring, What Not to Bring & What to Wear

Clothing that is easy to manage encourages independence and self-help. Many toilet accidents are prevented if children can unbutton or unbuckle their pants and belts without a struggle.

All jackets, sweaters, coats, hats, boots, mittens, purses and umbrellas must be clearly marked with the child's name. Many children wear identical clothing and without a name in each garment, it is almost impossible for program staff to identify to whom it belongs.

A sweater or jacket at the Club is recommended since the temperature changes from morning to late afternoon.

Unclaimed items left behind will be donated at the end of each month.

What to bring at the Club:

1. Children prone to accidents should have a change of clothes: pants and shirt or dress, socks and underwear left in their cubby. The child's name must be on each item.
2. A plastic shoe box with a lid in which to keep the change of clothes.
3. Our program depends on some outside time each day, even when the grass is wet from a recent rain. Boots, raincoats, gloves, hats, and scarves are all recommended. If you do send any of the listed items, please be sure the child's name is on them.
4. Participants will have access to the pool. Any child interested in swimming must bring their own suit and towel. Goggles, swimming caps and water shoes are permitted. Sharing is not permitted.

What not to bring to the Club:

1. Candy and other goodies – Candy is not permitted. Members may bring healthy snacks. For outside for special occasions, prior arrangements must be made with a director.
2. No guns, knives, or any other kind of weapon or items that may be mistaken for a weapon, real or fake, will be allowed. Members who violate will automatically be expelled.
3. Children may not bring cell phones, MP3 players, game boys etc....to the Club. We are not responsible for any item that may be lost, broken or stolen. Please be sure to read our electronic policy.
4. There will be no contraband materials allowed at the Boys & Girls Club of Newport. Members who violate this will receive at least one week's suspension but can be up to expulsion.

Safety Expectations

1. No child is allowed to be in a room without adult supervision.
2. No child can leave the premises without an adult.
3. No child is allowed to run away from their group.
4. No child is allowed to throw items or destroy/damage property
5. No child, parent or guardian is allowed to treat others that cause emotional harm.
6. No parent or guardian is allowed beyond the front desk without a staff escort.
7. No parent or guardian is allowed to address another child.

Breaking these expectations are severe safety concerns and can result in a one-week's suspension up to expulsion. Child cannot return without a team meeting.

Behavior Policy

Kids Clubhouse is committed to providing a physically and mentally safe and friendly environment where members can grow, learn and play. Any dangerous, disruptive, or unkind behavior will be subject to behavioral consequences.

Unacceptable Behaviors:

- Bullying
- Fighting
- Threatening others
- Using profanity or slurs
- Stealing or damaging property
- Leaving a program or activity without permission
- Endangering anyone's health or safety

Behavior Consequences may include but are not limited to:

1. Verbal Warning
2. Written Warning
3. Time out (1 minute for each year old)
4. Team Conference (Thursdays only)
5. In-Club suspension
6. At-Home Suspension
7. Expulsion

Please note: Members suspended under any circumstances will still be charged full tuition.

Bullying:

At Boys and Girls Clubs, bullying is inexcusable, and we have a firm policy against bullying. Each participant is expected to treat all other participants respectfully and help each other achieve the best possible experience. **Parents and guardians may be called upon if a participant has difficulty meeting this expectation.**

Our leadership addresses all incidents of bullying seriously. Our staff is trained to uphold our core values and follow proper communication channels to report and respond to bullying. Our team works with their groups to ensure all participants receive safe and supportive programming opportunities.

Birthdays:

A birthday is a special day. The program will always acknowledge each child's birthday. If the parent/guardian wishes to provide a special treat on this day, please make arrangements with the program director. All food must be in a store-bought sealed package and must be nut free.

Orientation and Staffing Guidelines

All childcare staff is required to comply with the DCYF regulations concerning Employment Background Checks, CANTS clearance, immunizations, and qualifications. These records are kept on permanent file with our personnel records. A copy of our Staff Policies & Practices document is included at the end of this packet for your reference.

Orientation is required for all parents within one month of program starting. This includes returning families. A program calendar will be made available to all parents in the spring, winter, and fall. Additionally, information about summer programs will be available in the spring. Additional programs and services are available throughout the year for an additional fee. Check in with the front desk regularly for upcoming services.

Program surveys will be administered to Club members (ages 9-18) in March. Program surveys will be administered to parents/guardians of Club members in December and June. Information relating to these surveys is available upon request.

Contact Information

Boys & Girls Club of Newport
401-847-6927, www.bgcnewport.org

Parent Handbook Acknowledgement

* By Signing below both members and parents/guardians agree to the above policies as outlined. This must be signed and returned prior to member(s) starting. This must be signed for each member individually.

Name of Member (print): _____

Parent/Guardian Name (print): _____

Parent
Signature _____ DATE: _____