

PARENT HANDBOOK



BOYS & GIRLS CLUBS OF HARTFORD

CLUB MEMBERSHIP

bgchartford.org

2023 – 2024



Welcome!

It is our privilege to welcome you and your child to Boys & Girls Clubs of Hartford. For over 164 years, Boys & Girls Clubs of Hartford, (BGCH), has delivered out-of-school programs to our Hartford communities. As the region's leading youth development organization, we currently serve over 5,000 youth and teens ages 6- 18 each year. All of our programs are designed to fulfill our mission to inspire and enable all youth, especially those who need us most, to realize their full potential as productive, responsible and caring citizens. Our Clubs provide a safe haven for kids to come after school, provide a positive place where the community's young people have opportunities to improve their academic success, develop college and job readiness, build leadership potential and resistance to risky behaviors, become involved in community service, connect with positive peers, and receive support, mentorship and guidance from caring adults. In this handbook, you will find important information about your child's membership into the Boys & Girls Clubs. Please read this booklet and keep it as a reference this year. We hope you have a wonderful year and thank you for being a part of Boys & Girls Club of Hartford.

BE GREATER~ ACHIEVE GREATER ~ DREAM GREATER

In Partnership,

Sam Gray
Boys & Girls Clubs of Hartford
President & CEO
sgray@bgchartford.org
860-929-7690

Administration Office: 170 Sigourney ST Hartford CT 06105



Club Locations

Asylum Hill Club

170 Sigourney Street, Hartford, CT 06105

Club Director: Julie Dube

860-929-7690

jdube@bgchartford.org

JDL Northwest Club

1 Nahum Drive, Hartford, CT 06112

Club Director: Dawne Gittens

860-242-5553

dgittens@bgchartford.org

South End Club

129 Ledyard St., Hartford, CT 06114

Club Director: Anthony Garcia

959-255-6472

agarcia@bgchartford.org

Southwest Club

1 Chandler St., Hartford, CT 06106

Club Director: Lourdes Carrasco

860-951-6416

lcarrasco@bgchartford.org

Trinity College Club

1500 Brood St., Hartford, CT 06106

Club Director: Anthony Daddona

860-727-4154

adaddona@bgchartford.org

School Sites

West Middle Community School

44 Niles Street Hartford, CT 06105

Club Director: Louis Guess

860-695-5510

lguess@bgchartford.org

Dwight Bellizzi Dual Language Academy

215 South St. Hartford, CT 06114

Club Director: Ethan Icaza

860-695-2400

eicaza@bgchartford.org

Laurel Elementary School

1 Filley Street Bloomfield, CT 06002

Club Director: Monique Burgos

860-286-2675

mrandolph@bgchartford.org

Metacomet Elementary School

185 School Street Bloomfield, CT 06002

Club Director: Monique Burgos

860-286-2660

mrandolph@bgchartford.org

Sage Park Middle School

25 Sage Park Road, Windsor, CT 06095

Club Director: Louis Guess

860-929-7662

lguess@bgchartford.org

Mission Statement

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



Hours of Operation:

Boys & Girls Clubs of Hartford are open for operation Monday through Friday during the following hours:

School Year:	3:00pm - 8pm*
Friday's Only:	3pm - 9pm, ages 10 and up
Extended Days:	9:00am - 5:00pm*
Summer Camp:	8:00am - 6:00pm*
*hours may vary per Club	

The Clubs are closed for the following holidays:

New Year's Eve, New Year's Day, Martin Luther King Day, Presidents Day , Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, Day after Christmas

Note: Additional closure days may occur based on school district calendars. In the event of additional club closure dates, parents and/or guardians are notified at least forty-eight (48) hours in advance of the closure. Please check your local news.

The Club reserves the right to change its hours and days of operation based on need. If such changes occur, parents/guardians will be notified in advance. Additionally, there may be days when it is necessary to close the Club due to unforeseen circumstances such as emergency repairs, inclement weather, etc. Again, when such instances arise, we will do our best to notified our families.

Parents are required to pick up their youth by the closing time of each Clubhouse. Late fees of \$5 per-15 minutes-per child will be charged for members left after closing. Late fees must be paid before the member(s) will be allowed to return. Boys & Girls Clubs of Hartford reserves the right to contact the appropriate authorities for assistance when members are not picked-up by a reasonable time AND after all emergency contact alternatives have been exhausted.



Annual Membership Fee

Membership is open to all youth between the ages of 6 and 18. A membership form must be completed and signed by a parent or guardian each calendar year (even if you are simply renewing your membership). Our membership fee is **\$10** for ages 6-18, per calendar year and will not be prorated for the partial year memberships. Additional fees may be charged for our summer camp and/or certain field trips. However, our goal is to always keep costs associated with Boys & Girls Club membership as low as possible so as to not exclude anyone based on economic circumstances.

The information you provide us on the membership application is critical. We ask that every effort be made to present contact information that is both current as well as accurate. It is the parent's/guardian's responsibility to notify us of any changes to your telephone number (home, work, emergency contacts, etc.) and/or address information as soon as such changes occur.

Any youth between the ages of 6-18 years old, the Boys & Girls Clubs of Hartford does not discriminate against individuals based on race, color, creed, ancestry, national origin, gender, sexual orientation, handicap or disability in any of its policies, practices or procedures. Youth must be registered in school in order to be a Club member.

New Member Orientation

Orientation allows parents and potential members to learn about club policies and procedures prior to enrollment. In order to become a member, these steps must be completed:

- Membership applications must be completely filled out.
- Membership fee paid in full. Contact your Club about the orientations. Please see a Club staff for specific dates and times.

**** Parents are strongly encouraged to attend membership orientation. Please take advantage of the opportunity to see and hear about Boys & Girls Clubs of Hartford.**

Communication

Parents are required to sign up for our Remind Service to obtain information on closings, delayed openings, and/or changes to our daily schedule. Email, or download the **REMIND 101 APP** on your cell phone. Parents are ultimately responsible for getting your child here and making arrangements to have your child picked up in a timely manner.

Boys & Girls Clubs Programming

Academic Success



ACADEMIC SUCCESS

Through the Academic Success program we are developing globally competitive graduates with the skill, knowledge, training, and education they need to pursue their goals and interests. Our programs are designed to ensure that all our Club members graduate from high school on time. We do this through homework help, innovative programs, and collaboration with schools.

- **POWER HOUR: Making Minutes Count**, a homework-help program.
- **PROJECT LEARN** provides a positive environment to cultivate a love of learning.
- **ULTIMATE JOURNEY** engages youth ages 9-13 in fun, experiential, environmental education.
- **SUMMER BRAIN GAIN** is a program expanding learning opportunities during the summer months.

Character & Leadership



CHARACTER & LEADERSHIP

Through the Character & Leadership program Club members develop leadership skills and gain opportunities for planning, decision-making, contributing to our Clubs and community. We inspire our members and give them the confidence to make meaningful change in their communities, develop a sense of civic responsibility, and prepare for the future.

- **KEYSTONE CLUB** is a leadership program for ages 14 to 18 with activities in three areas: academic success, career exploration and community service.
- **TORCH CLUB** is a leadership program for ages 11-13 with service activities with Clubs, community, education, health and fitness, and social recreation.
- **YOUTH OF THE YEAR** is for ages 14-18. This leadership development program that explores topics such as identity, voice, teamwork, goal setting, and activities to prepare teens for the Youth of the Year selection process.
- **JUNIOR YOUTH OF THE YEAR** is for ages 10-13 offers training and practice for youth who are developing their leadership skills. Each year one youth is chosen to be an ambassador of our Clubs as the Junior Youth of the Year.
- **UPS ROAD CODE** is a global program that teaches safe driving techniques to teens and helps them “Drive Change” in their communities.
- **MILLION MEMBERS MILLION HOURS OF SERVICE** encourages good character in youth and an appreciation for citizenship and via year round volunteer activities.
- **OJJDP** implements gang-prevention programs designed to encourage youth to resist the culture of social cruelty, stand up to bullying, and reject gang violence.

Diversity, Equity & Inclusion



The Diversity, Equity & Inclusion programs are designed to removing barriers to creating opportunity and advancement. We can continue to move towards racial equity by shaping a robust dialogue among Club leaders, staff, board, volunteers, and Club members.

- **YOUTH FOR UNITY** engages members and parents in activities that promote diversity and combat prejudice, bigotry and discrimination.
- **LGBTQ Initiative** is to increase the Clubs capacity to provide a safe, positive and inclusive environment for youth, teens, staff and families of all sexual orientations, gender identities and gender expressions.
- **BE THERE** is a comprehensive approach to helping youth build supportive relationships.
- **DISABILITY INCLUSION** is dedicated to creating safe, positive, and inclusive environments.
- **CULTURAL & INCLUSIVE EVENTS** is committed to providing training to support an inclusive and culturally responsive environment when interacting with youth and their families.

Health & Wellness

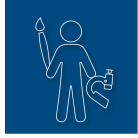


Through the Health & Wellness program we develop young people's capacity to engage in positive behaviors by providing safe places for members to practice healthy decision-making, participate in physical activities, and engage in programming designed to promote social-emotional wellbeing.

- **PASSPORT TO MANHOOD** is a program for boys ages 8-17. Each Passport to Manhood session focuses on a specific aspect of manhood through weekly sessions.
- **SMART Girls program** is for girls ages 8-18 developing and adopting a healthy attitude and lifestyle and acquiring and maintaining a positive self-concept, positive peer relationships and sound decision-making skills.
- **SMART Moves** is a health program made up of three age groups 6-9, 10-12, and 13-15. Each program builds knowledge, attitudes and skills that increase healthy decision-making.
- **ALL-STAR SPORTS LEAGUES** is an organized sports league for youth and teens engaging members to play basketball, flag football and soccer.
- **TRIPLE PLAY** is a wellness program demonstrating how eating right, keeping fit, and forming positive relationships add to a healthy lifestyle.



STEAM - Science, Technology, Engineering, Arts, & Math



STEAM

Through our STEAM programs, we are committed to closing the opportunity gap in science, technology, engineering, arts and mathematics with innovative and creative programs and activities for our Club members.

- **DIY STEM** is a program for ages 9-12 that helps kids connect scientific principles and real-world applications. DIY STEM includes five modules: Energy and Electricity, Intro to Aeronautics, Engineering Design, Food Chemistry, and the Science of Sports.
- **MY.FUTURE** provides access to online digital programs for youth to develop.
- **LYRICISM 101** is a program for ages 14-18 that develop practices and creative activities to build and expand literary skills through artistic visions with music.
- **IMAGEMAKERS** is a program that helps members learn the art and science of photography in multiple categories.
- **DRAMA MATTERS** is a program that promotes drama, creativity and exposes members to the theater.
- **NATIONAL FINE ARTS EXHIBIT** is a program that encourages artistic expression through drawing, painting, printmaking, collage, mixed media, and sculpture.
- **MAKERSPACE** is a place where members have an opportunity to explore and learn how to use tools and engage in creating projects with a 3-D printer, exploring robotics, and learning how to use a laser cutter in the field of electronics.

Workforce Readiness



WORKFORCE
READINESS

Our Workforce Readiness programs help members meet the workforce challenges of tomorrow, providing a safe space and positive mentorship to prepare them for success in their first job and helping them develop a plan to pursue the career of their dreams.

- **JUNIOR STAFF** is a program for ages 13 to 18, to explore a career in youth development and help at the Boys & Girls Clubs.
- **DIPLOMAS2DEGREES** is a college readiness program, where members as they work toward high school graduation and prepare for post-secondary education and career success.
- **KEYSTONE CLUB** is a leadership program for ages 14 -18 to participate in activities in three focus areas: academic success, career preparation, and community service.
- **MONEY MATTERS** is a program for ages 13 -18 to learn how to manage a checking account, create a budget, save and invest, start small businesses and pay for college.
- **CAREER LAUNCH** program for teens, where they identify job requirements, seek out financial aid and participate in career and job-seeking activities.
- **REALITY STORE** is an interactive game where teens visit a series of stations to make different types of financial decisions that working adults must make.
- **COLLEGE TOURS** is a program where teens visit a number of colleges and universities.



Food

The Clubs have designated spaces for members to eat snacks and meals. We serve dinner daily for our members. We also strive to teach our members healthy habits as it relates to snacking. We ask that you refrain from sending sugary and salty snacks.

Parking

We recognize that parking can be challenging at the club. However, do not park in our driveway or block our driveway. This is an area where our members play each day and it presents a major fire hazard and safety issue if an emergency.

Personal Belongings

Boys & Girls Clubs of Hartford is not responsible for any personal belongings that are lost or stolen at the Club. Necessary items, such as backpacks and jackets should be clearly marked with the member's name. Please take time to look at our lost and found bin, located at the front area each Friday. ALL items that are not claimed each Friday are donated to a local charity. Please encourage your children to not bring any valuables to the Club. Members must carry their personal belongings with them to the various program locations.

Dress Code

Members should dress comfortably and wear clothes that allow them to participate in typical Boys & Girls Club activities and programs. We will expect the following:

Footwear

Shoes and socks must be worn at all times. Flip-flops, sandals and cleats are discouraged, as are any other open-toed shoes for safety reasons. Club members may not be allowed to participate in certain activities if open-toed shoes are worn. Wear tennis/walking shoes every day.

Clothing

Members wearing clothes that are too short, too tight or too revealing in any way or clothes with questionable or distasteful advertising will be asked to change or leave immediately. This judgment will be left solely to the discretion of the Club staff.

Field Trips

Boys & Girls Clubs of Hartford provides a variety of opportunities for our members to participate in activities off Club property that support our core beliefs and programs. Each excursion requires a signed permission slip and any necessary fees prior to departing. Most sign-ups are taken on a first-come, first-served basis (meaning eligible members who return the required permission slip). Members and parents are reminded that all of our Club rules extend to field trips. Members who fail to follow our rules and general Club expectations for appropriate behavior will prompt an immediate call to a parent or guardian to remove that member from the field trip at their own cost. A parent or guardian **MUST** be available by telephone at all times during any Club sponsored field trip in the event that the staff needs to contact you.



Open Door Policy

The Boys & Girls Clubs of Hartford has an OPEN DOOR POLICY. This policy allows members to come and go at any time during the Club's operating hours. Members are required to swipe in and out using their membership card; and staff members, under normal circumstances, are not allowed to prohibit a member from leaving the facility. Thus, it is the responsibility of the child AND the parent/guardian to determine, understand and enforce whatever arrival and departure methods they see fit. Please note that youth are not allowed on the Club's grounds during operating hours unless they are signed in and participating in Club activities. Members should NOT be dropped off prior to the opening of the Club, as the Club cannot be held responsible for their supervision.

Health and Emergency Procedures

Accidents & Incidents

Boys & Girls Clubs of Hartford strives to maintain a safe and secure environment. There is an assumed risk in many of our core programs, including, but not limited to sports. Please feel safe in knowing that our trained staff are attentive to providing the safest environment possible. The completed membership application authorizes the Club staff to seek medical treatment for a member, if necessary, and that any associated costs for such care are the responsibility of the parent or guardian. Boys & Girls Clubs of Hartford does NOT provide medical insurance for members. In the event of a serious injury the staff will call 911 immediately and then call the parents/guardians or alternative emergency contacts. This is one more reason why updated contact information is your responsibility and crucial to your child's well being.

COVID or Contagious Conditions

Any and all suspected transferable infestations or transmittable contagious conditions will be addressed fully in the following manner and without exception:

- Parents will be contacted for immediate removal of the member from Club facilities.
- Proof of treatment from a health care facility AND written approval from the Unit Director is required before the child will be allowed back into the Club.

Medication

Boys & Girls Clubs of Hartford can only dispense prescribed medication from a doctor.



Member Expectations/Behavior Policy

Boys & Girls Clubs of Hartford is committed to providing Club experiences for all members. We strive to create a positive Club environment, to foster member development, and promote positive interaction among our members, staff, and volunteers. We believe that all persons involved in our Club have the right to a safe, respectful, and productive environment. We believe that this type of quality climate requires high expectations, positive behavioral guidelines, and fair discipline policies and procedures. In an effort to maintain this environment, we teach and practice the following Club expectations and discipline policy– to allow all members and parents to have a clear understanding of the Club’s standards and expectations.

Club Expectations

- Have fun and learn new things!
- Use appropriate language.
- Respect the rights and property of others.
- Be cooperative and respectful with staff and peers.
- Maintain a positive attitude towards programs and activities.
- Behave in a way that promotes “A Positive Place for Kids.”

Entering and Exiting the Building:

- You **MUST** swipe in and out at the Front Desk every day.
- All parents, guardians, and visitors must check in at the Front Desk upon entry for the safety of our members.
- Parents are not allowed to walk through the Club as we must ensure that all those coming in contact with members in program

Discipline Procedures

- Verbal warning with possible removal from activity.
- Removal from activity and meeting with full-time program staff phone call to parent.
- Formal meeting with member, parent and Club Director
- Suspensions and expulsions from the Club are determined by the full time program staff.



RKIDZ is a parent group that is working together with BGCH staff to achieve our mission to enable young people to realize their full potential as productive, caring, and responsible citizens. Parental involvement is the key to developing programs and providing services to support families' strengths and needs. Parents are often reluctant to raise issues individually. However, with the parent group (**RKIDZ**) is open to all Caregivers. Parents have the opportunity to express their views and work towards improvements. Their views on program, community and personal experiences can make Boys & Girls Clubs of Hartford more responsive to the needs of families and therefore make the operation of afterschool and summer programs more successful and impactful.

How often will meeting occurs:

RKIDZ will have monthly meetings that all parents can attend.

For Club Equity purposes(Workshops or Guest Speakers) Quarterly or Monthly at all sites:

- DEI
- Financial Literacy (Fun & Interactive)
- Nutrition Education & Wellness Workshops
- Career & Exploration Workshop
- Mental Health
- Family Engagement Nights



The Safety and Wellbeing of Young People is Our Number One Priority

We work every day to create a safe, fun environment so kids can have every opportunity to be successful in life. We have ZERO tolerance for inappropriate behavior of any kind, including child sexual abuse or misconduct, and we put resources behind that stance.

Culture of Safety:

Boys & Girls Clubs of Hartford continually updates robust safety policies, programs and training for our staff and volunteers that are designed to promote child safety and protect young people from threats that are present in our society. We implement layers of safety policies and guidelines to keep our kids safe including:

- All Visitors must sign in and out of the facility
- No parent or visitor is allowed to walk through facility without escort
- Anyone picking up a child from our Clubs must be on the approved list and show ID
- Safety policies are reviewed and updated regularly
- Safety is discussed monthly with leadership to review practices, issues and best practices
- Senior team reviewing Incidents & Accidents

Safety Policies: Boys & Girls Clubs of Hartford has comprehensive safety policies in place that protect youth – including, but not limited to, supervision, transportation, communication and prohibiting private one-on-one contact.

CLUB SAFETY AND LICENSURE

A fundamental prerequisite for the fulfillment of the Boys & Girls Club mission is ensuring the safety of the young people we serve. In support of that effort, BGCH's Child & Club Safety goal is to help strengthen each local organization's ability to protect its members and position the Boys & Girls Club Movement as a catalyst for the protection of all youth. Safety improvements are within reach of every Boys & Girls Club but lasting success requires a serious commitment to safety. Boys & Girls Clubs of Hartford are committed to the safety of the young people of Connecticut. The Boys & Girls Clubs of Hartford's after school program serving 6 through 18 year olds is exempt from the State of Connecticut licensure. Our drop in after school program follows membership requirements and standards set forth by Boys & Girls Clubs of America. The Early Childhood Learning Center at the Asylum Hill Boys & Girls Club is licensed year round by the State of Connecticut Department of Public Health (Office of Early Childhood Education). In Addition, our Summer Program at all of our Clubs is licensed by the State of Connecticut Department of Public Health (Office of Early Childhood Education).



Safety Trainings:

Ongoing training and supervision of staff is critical. We participate in a wide variety of child safety training conducted such as First Aid, CPR, Medication disbursement, ALICE training with Hartford Police, seminars, conferences, webinars and a semi-annual safety symposium. We also engage leading third-party safety experts to provide guidance for our policies and approaches, including Praesidium, the National Center for Missing & Exploited Children, and the National Children's Advocacy Center.

Should you encounter any challenges or have concerns please feel free to speak with the Club Director of the Club your Child attends. If you feel the issue or concern has not been addressed after speaking with the Club Director, feel free to contact:

Conor Bevan
cbevan@bgchartford.org

Chantel Gray
cgray@bgchartford.org

Joe Bumpers
jbumpers@bgchartford.org

Thank you for entrusting the Boys & Girls Clubs of Hartford with your child(ren). We are happy to serve you and your family.

Follow Us on Social Media

