



LUDLOW COMMUNITY CENTER
RANDALL BOYS & GIRLS CLUB

School Age Childcare Parent Handbook Summer 2020

This handbook has been modified for summer of 2020 and is to be used in conjunction with our Covid-Care plan. Policies are subject to change based on updated health and safety guidelines.

About The Club:

Ludlow Community Center/Randall Boys & Girls Club Ludlow Community Center/Randall Boys and Girls Club (Also known as the Ludlow Boys and Girls Club) has been in existence for over 55 years and is a member of the United Way Pioneer Valley and Boys and Girls Clubs of America. A Board of Directors, who has hired a CEO/President to oversee the daily operation of the Center, governs the Ludlow Community Center/Randall Boys and Girls Club.

The Ludlow Community Center/Randall Boys and Girls Club is a human service agency, providing a wide range of services to meet the needs of our members and the communities we serve. It is our goal to provide quality programs in a positive environment, providing for the enjoyment of our members with the proper supervision, guidance, and instruction in order to build citizens with good character and high self-esteem. One of our vehicles for doing so is the personnel we employ: kind, caring individuals contributing their expertise to the programs we provide. Our staff, working together in cohesive fashion, focused on our common goal, is what makes the Center a unique entity.

Statement of Purpose: The Ludlow Community Center/ Randall Boys & Girls Club School-Age Childcare Program provides reliable childcare for working parents. The program is designed to provide care for children in grades K-8 before school, after-school, and during school vacations. The Randall Boys and Girls Club **Under no circumstance will a child or family be discriminated against because of gender, sexual orientation, race, religion, cultural heritage, political beliefs, disability, or marital status, as well as toilet training status not being an eligibility requirement for enrollment.**

Program Philosophy and Overview:

The School Age Childcare Programs are designed to provide quality childcare before-school, after-school, and during school vacations. The programs are licensed by the Department of Early Education and Care (EEC) and follows EEC regulations (EEC license #9039888). The Western Mass Regional EEC office can be contacted for the Club's compliance history at (413)788-8401 or at 1441Main Street, Suite 230 Springfield, MA 01103. The hours of the programs have been designed to meet the needs of working parents seeking reliable childcare. The program is run by

professional youth workers trained in youth development and education. A wide range of activities are implemented to foster a child's physical, emotional, cognitive, and social development. Children participating in the programs are exposed to a variety of activities that are age appropriate. A child's maturity level and physical capabilities are used to determine certain program activities. Activities/areas include: gameroom, gym, arts & crafts, learning center, middle school room, outdoor play, playground splash pad, technology, fields, teen room, pavilion, and possibly the pool.

Program Goals and Objectives:

1. To provide school age children with the opportunity to participate in a wide range of educational, recreational, and social programs that foster physical, emotional, cognitive, and social development.
2. To care for children whose parents are working or enrolled in a qualified training program.
3. To supply supportive services for children at risk.
4. To encourage and provide activities which will allow for creativity and constructive use of leisure time.
5. To maintain a healthy and safe environment for the children in our program.
6. To allow parents to keep or find employment.
7. To encourage and foster an awareness of the rights of others as well as understanding individual differences.

Program Location:

The Ludlow Community Center/Randall Boys & Girls Club is located at 91 Claudia's Way, Ludlow, MA. 01056. The CLUB facilities used by the program include: the swimming pool, gym, gameroom, arts & crafts room, middle school room, teen room, learning center, and outdoor play structure and fields.

Contacts: School Age Director – Sheri Santos – ssantos@ludlowbgc.org 583-2072 x128
Asst. School Age Director – Kayla Martins – kmartins@ludlowbgc.org 583-2072 x125

Age:

Children ages 6-13. Children age 5 may participate but they must have completed Kindergarten

Children Served:

The Randall Boys & Girls Club will not discriminate in providing day care services for individuals based on race, creed, cultural heritage, political beliefs, handicap or marital status. The Randall Boys & Girls Club does reserve the right to deny services for individuals who do not meet services and financial eligibility criteria for enrollment into any of The School-Age Childcare Programs.

Administration and Staffing:

The administrator of the School-Age Childcare Program has been designated to the School Age-Director position. The School Age Director will oversee the daily operation of the program. The Assistant School Age Director will assist The School Age Director in the daily operations and act as the Site Coordinator. To assist the School Age Director and Assistant School Age Child Care Director the School Age Director will hire Group Leaders and Assistant Group Leaders that will carry all EEC qualifications for school age programs. The number of group leaders hired will be

determined by the enrollment numbers in each of the different programs. For the summer of 2020 staff to child ratio will be 1:10.

The Site Coordinator and group leaders working in all programs will be required to keep their EEC qualifications to date, this will include required hours of training, immunization and physical exams, and First-Aid. Also, certain staff members will be required to obtain and carry a current certification in CPR, First-aid.

Supervision of all Group Leaders will be supplied daily by the School Age Director and Assistant School Age Director. The School Age Director or Assistant School will provide each member of the School-Age Childcare Program an annual written evaluation. Evaluations will be based on each individual's specific job performance as observed by The School Age Director or Assistant School Age Director

Fees: \$175 per week plus \$25 registration fee

Hours of Operation: 8:15AM -4:45 PM

Availability:

The Summer program will limit each week to 70 children. Capacity may vary based on staff availability.

Groups: Groups will be formed at the discretion of the School Age Director and will be based on age. For the most part, children will be with the same group for the duration of the summer. Some exceptions will be made based on capacity and availability. When siblings are only a grade apart they may be placed in a group together. **Groups will always remain the same for an entire week and groups will not be mixed during the day.**

Registration Policy:

Registration will be done online. Priority will be given to those children registering for 4 weeks or more. Those who register for 3 weeks or less are not guaranteed a spot. After completing the online part of the registration supplemental information must be dropped off. This includes: immunization records, parent and emergency contact form, Technology consent, IHCP & Medication consent (if applicable), and Covid care plan acknowledgement. All required paperwork must be received for a child to attend.

Payment of Fees:

Those registering for 4 weeks or more may choose to pay in full or put down a 20% deposit per week. If putting down only the deposit parents/guardians will be required to make arrangements for auto debit payments for the balance. Those registering for 3 weeks or fewer must pay in full at the time of registration. Everyone must pay the \$25 registration fee at the time of registration.

Late Fee:

It is important that parents make every effort to pick their child up from the programs on time. If you are going to be late please call The Club and notify us of your estimated arrival time. A late

fee of \$5.00 for the first five minutes and \$1.00 for every additional minute per child will be charged in the event a parent is late.

Late Pick-up Policy

In the event a child is not picked-up by a parent/guardian at the designated time, the following procedures will be followed:

1. Attempt to contact parents/guardians at home phone number
2. Attempt to contact parents/guardians at work phone numbers
3. Attempt to contact any of the people listed on the emergency contact list
4. If in the event that The Ludlow Community Center/Randall Boys & Girls Club has not been contacted by parents/guardian within one hour of the designated pick-up time, the School Age Director or a member of the Professional staff will be responsible for contacting the Ludlow Police Department and notifying the officer on duty of the situation.
5. Contact the Department of Children and Families.

It is the policy of the Ludlow Community Center/Randall Boys & Girls Club to make every attempt to contact a child's parent/guardian or the adults listed on the emergency contact sheet before contacting the police.

Transportation

Transportation is provided by the parents/guardians. Parents/guardians MUST be the person to drop the child off in the morning. It is strongly encouraged that the parent/guardian is the one that picks up in the evening. The Club encourages that the same parent/guardian pick up and drop off every day to limit exposure.

Attendance Policy

Parents/guardians are required to call and notify The Club if their child will not be attending The School Age Childcare Program on a given day. They should also follow up by emailing the School Age Director AND Assistant School Age Director.

Nutrition Program

Parents are required to provide a snack and a lunch for those children attending. Parents are required to send a snack for children enrolled in the After-School Program. Upon request, the Club will provide all parents with the USDA guidelines for meals to assist them in their children's meal preparation. Parents are asked to inform the School Age Director, upon registration, of any special dietary needs or food allergies that their children may need or experience. Parents should also send enough water to last the child for the day. Bottled water is available if a child runs out.

Cell Phones, Electronic Devices and Toys

Children are not allowed to bring hand held electronic devices, radios, iPods, toys, jewelry, cell phones, excessive money or trading cards to the Club. These items are easily misplaced or stolen, so please inform your children that these items should be left at home. Any items taken away from a child will be given to the directors and placed in their office. Parents will be able to pick up items at the end of the day. If items are not retrieved by parents in a timely manner, directors will contact parents.

Parent Conferences & Involvement:

The School Age Director or Assistant School Age Director will be available through phone Monday – Friday between the hours of 9:15 a.m. and 3:45 p.m. to discuss any problems or concerns a parent may have. Special arrangements may be made with the School Age Director if these hours are not conducive to an individual schedule. If a concern arises regarding The School Age Director parents may contact the President/CEO.

The Club encourages and welcomes parent involvement and input. Parents may request at any time to set up a conference with The School Age Director. At this time we ask that all conferences be set up virtually.

Parental Conduct:

While on the premises parents are expected to act in a respectable and professional manner. Any concerns that they may have regarding their child, the staff, program, or other children shall be addressed with The School Age Child Care Directors over the phone. Any parent who displays negative, abusive or belligerent behavior or conducts themselves in a manner that is detrimental to the program or organization may have their child terminated from the program (see termination & suspension policy).

Care of an Injured Child

If a child is to become injured the following steps will be taken:

1. First-aid will be administered by a qualified person only.
2. An injury report must be filled out as soon as possible and placed in the bin in The School Age Office.
3. If the injury is serious The School Age Child Care Directors should be notified immediately. If the child requires medical attention a Professional Staff person must accompany the child to the hospital in the absence of a parent. The professional Staff person will bring emergency cards with them.
4. The School Age Child Care Directors or Site Coordinator will notify the parents of any first-aid that was performed. A copy of the injury report will be given to the parent/guardian, a copy will be put in the child's file, and a copy will be placed in the injury binder.
5. The School Age Child Care Directors or Site Coordinator will notify EEC if the injury required emergency medical care.

Procedures For Identifying and Reporting Suspected Child Abuse and Neglect

All staff members are mandated reporters according to Massachusetts General Law C119, Section 51A. This means that if a staff member has a reasonable suspicion of abuse of a child he/she must file a report with the Department of Children and Families. The following procedures will be followed:

1. A staff member who suspects abuse or neglect will notify The School Age Child Care Directors. The staff member will also document his/her observations including the child's name, date, time, child's injuries, child's behavior and any other pertinent information.
2. The School Age Child Care Director or President/CEO will make a verbal report to DCF, to be followed by a required written report 51A within 48 hours. The Department of Children and Families phone number is 205-0500.
3. If a staff member feels that an incident should be reported to DCF and The School Age Child Care Director or President/CEO disagree then the staff member may report the incident to DSS directly.
4. The School Age Child Care Director may or may not choose to communicate with the parents any of the concerns of suspected abuse and neglect that is reported to DCF.

Procedures for Identifying and Reporting Child Abuse/Neglect While in The Care of The School-Age Childcare Program

It is The School-Age Childcare program's commitment to protect all children in their care from abuse and neglect. The following are procedures for reporting suspected child abuse/neglect while the child is in the program.

Any report of suspected abuse or neglect of a child will be immediately reported to the Department of Children and Families and The Department of Early Education and Care. A meeting will be held with the staff member in question to inform him/her of the filed report.

The staff member in question will be immediately suspended from the program without pay pending the outcome of the DCF and EEC investigations. If the report is screened out by DCF, the executive director has the option of having the staff member remain on suspension pending the EEC investigation or allowing the staff member to return to the program. The decision will be made by the President/CEO and will be based on the seriousness of the allegations and the facts available.

If the allegations of abuse and neglect are substantiated, it will be the decision of the President/CEO whether or not the staff member will be reinstated with back pay.

All staff will cooperate fully with all investigations.

Program Schedules

Programs schedules will be created by The School Age Director and Assistant School Age Director. Schedules and weekly lesson plans will be shared via email.

Operating Schedule

The summer program is scheduled to run July 13 - August 28. The schedule is subject to change.

Emergency Closings

The School-Age Childcare program reserves the right to close or delay due to emergencies.

Closings and delays will be communicated through constant contact email as well as posted on facebook. It will also be on channel 22.

Immunization Records

Parents must provide the club with an updated copy of immunization records before the child can start in the program.

Child's Record

The Randall Boys and Girls Club will keep a combination of written and electronic information on each child. Folders on each child enrolled in the School-Age Childcare program will be kept in The School Age office. The folder will include permission forms, background information on each child, emergency phone numbers, medical information, data on the family and other information deemed necessary by this administration. Upon written request parents will have access to their children's records or have them made available to someone else. Parents can review data in their child's folder by making arrangements with the School Age Director. Any information placed in a member's folder is considered confidential and is treated as such.

Authorizations

Parents are asked to provide the CLUB with the proper authorization forms concerning first aid and CPR consent forms, field trip forms, and use of photographs in promotional materials for the CLUB.

Parents are also expected to provide the CLUB with a list of any person who **DOES** and **DOES NOT** have the authorization to pick-up their child from our program. Children will only be released to the parents/guardians or Emergency Contacts. In the event that someone else will be picking a child up the parent/guardian **must supply a written note to The School Age Director. For the protection of all children in the program parents/guardians and emergency contacts will be asked to show an ID when picking up a child.**

If there is a custody or restraining order in effect regarding a child it is the parent/guardians responsibility to provide it to The Club.

Clothing

Please remember this is a recreational program. Children must dress for play. Pants or shorts and sneakers and socks are required to play in the gym. Since children will use the gym most days please have them wear or bring sneakers and socks every day. Please be aware that children will often participate in art projects at The Club. Although most of the products The Club uses are washable and smocks will be provided accidents can happen and art is messy. For this reason, The Club asks that children wear clothes that can get messy.

Swimming

The club will notify parents if/when swimming is available as a program option. If children cannot swim parents must supply The Club with a written note. It is up to the discretion of the aquatics staff as to whether a child can swim in the deep end of the pool and as to whether or not they need to wear bubbles. All children will be tested by the aquatics staff to determine their abilities. Children will only be allowed to use floatation devices that are approved by The Aquatics Staff.

Children with Disabilities

The Randall Boys and Girls Club's School-Age Childcare Program will accept applications for any child with a disability. In determining whether to accept or serve a child with a disability, The School Age Child Care Director, with parental consent and as appropriate, request information related to the child's participation in the program from The Local Education Agency, Early Intervention Program or other health or service providers. The School Age Child Care Director will also request that the parent set up a meeting to discuss the disability. At this meeting based upon available information The School Age Director shall, with the parent's input, identify in writing the specific accommodations, if any, required to meet the needs of the child at the program, including, but not limited to:

1. any change or modifications in the child's participation in regular program activities.
2. the size of the group to which the child may be assigned and the appropriate staff/child ratio; and
3. any special equipment, materials, ramps or aids.

The School-Age Childcare Program must provide written notification to the parent within 30 days of the receipt of the authorized and requested information if, in the judgment of The School Age Director and President/CEO the accommodations requested by the parent would cause an undue burden to the program. The School Age Director and President/CEO will supply the reasons for the decision in writing. In addition, the notification shall inform the parents that they may contact EEC and request that they determine if the program is in compliance with 102 CMR 1.03(1) and 7.10(2).

In determining whether the accommodations requested are reasonable or would cause an undue burden to the program The School-Age Childcare Program shall consider the following factors which include but are not limited to:

1. the nature and cost of the accommodations needed to provide care for the child at the program;
2. ability to secure funding or services from other sources;
3. the overall financial resources of the program;
4. the number of persons employed by the program;
5. the effect on expenses and resources, or the impact otherwise of such action upon the program.

The accommodations related to the toileting needs of a child with a disability who is not toilet trained shall not be considered an undue burden.

The program shall, with parental permission, participate in the development and review of the child's program plan in cooperation with the Local Education Agency, Early Intervention Program and/or other health and service providers.

The program shall, with parental permission, inform the appropriate administrator of special education, in writing, that the program is serving a child with a disability.

Parents of children with disabilities who have already successfully participated in the School-Age Childcare Program will not be required to meet with The School Age Director before re-enrolling.

Child Guidance:

1. It is the policy of The Ludlow Boys and Girls Club to provide guidance and discipline in a fair and consistent manner. Guidance and discipline is learning. Good discipline involves compassion, caring, sensitivity, respect for the child and helping the child to understand that mistakes are a natural part of growing up. We believe that praise and encouragement are far more effective in promoting desirable behavior than a negative or punitive approach. It is our goal to provide our children with a supportive social and emotional environment where our children are given many opportunities for success through our varied activities. All our program staff shall direct discipline to the goal of maximizing the growth and development of our children and for protecting the group and individuals within it.

- A. Corporal punishment shall not be used.
- B. No child shall be subjected to cruel or severe punishment, humiliation or verbal abuse.
- C. No child shall be denied food as a form of punishment.
- D. No child shall be punished for soiling, wetting, or not using the toilet.

2. A step by step procedure should be taken in warning a child about inappropriate behavior and the consequences that will follow.

- A. Verbal warning. Do not yell across the room.
- B. Walk over to the child who is misbehaving.
- C. Tell the child what he is doing wrong and ask him to stop.
- D. If the child does not stop, give him/her a short time out.
- E. If behavior still does not improve, take the child to the Professional Staff person who is in charge.

3. It is strictly against The Ludlow Boys and Girls Club policy to resort to physical punishment of any sort when dealing with discipline matters. Striking a child shall be considered cause for discharge. Staff has a right to protect themselves if attacked and shall be expected to take action to the degree necessary to stop children who are fighting each other. Protecting oneself or stopping a fight should not require striking a child. In the event of a parental complaint or child complaint, the will President/CEO determine action on the individual circumstance of each incident.

4. If a disciplinary action has to be taken in a certain area such as the gameroom, gym, middle school room, or pool, a child may not be able to participate in that particular program area for an extended period of time. Such action must be cleared through the immediate supervisor.

Behavioral Management Policy

The focus of the CLUB'S programs is to provide each child a reasonable degree of conformity to assist him/her to develop self-control, self-direction, self-esteem and a conscious guide to his/her actions. In order to accomplish this, the CLUB will employ three basic principles:

- 1. Rules:** Standards of acceptable conduct and modifying undesirable behavior
- 2. Consistency:** Providing the children with the rules of the CLUB and particular program areas, and supplying staff that reinforce those rules fairly and regularly.
- 3. Rewards:** Reinforce desirable behaviors

The following policies will be adhered to at all times.

1. Staff will use discussion, explanation and reasoning to help children understand what is acceptable and non-acceptable behavior.
2. Staff will emphasize the educational rather than the punitive benefits of acting in the approved and appropriate manner.
3. Any child acting in a disruptive manner will be talked to by the staff member and reminded of the rules and acceptable behavior. Disciplinary action such as time outs will be employed if necessary.
4. Any child who persists in acting in a disruptive manner will be reported to the School Age Director or Assistant School Age Director who will follow through by:
 - A. Speaking to the particular child to determine the reasons for their actions and if actions can be corrected by the child.
 - B. If disruptions persist the School Age Directors will notify parent to schedule an appointment to discuss and try to correct the disruptive behavior.
5. The group leader supervising the particular child will note behavior problems. A report will be made describing the extent of the incident, the date and time, and any actions taken to correct the behavior.
6. A copy of the incident report will be placed in the child's individual folder, a copy will be given to his/her parent or guardian and the original will be placed in a binder located in the School Age Director's office.

Supportive Services and Referrals:

The Club is a member of the United Ways FIRST CALL SYSTEM and may consult the Ludlow Board of Health to reference a specific health issue. This system is in place so that as an organization we may refer parents to appropriate social, mental health, educational and medical services a particular child or family may need. Staff members will take the following procedures to ensure our members and families are given the best opportunity to receive the care and assistance they require:

1. Staff members will inform the Site Coordinators immediately if they observe or have concern with a particular child. The Site Coordinator will inform the School Age Director of such concerns.
2. The Site Coordinator will set up an observational file on particular child(ren) which will include the name of child, age, date of observations, particular concerns, and area of program –types of activities the child is being observed. The School Age Director will determine the length of the observation.
3. The School Age Director will arrange a consultation with the parents or guardian of the particular child. The School Age Director will share with the parents any concerns that staff members have about the child.
4. The School Age Director will present in writing the reasons for the observations and the possible recommendations for additional services.
5. Parents will be provided a written summary of any and all observations made on the behalf of the child by the Site Coordinators and program staff.

6. The School Age Director will obtain a signed consent form from parent or guardian concerning any referrals, which made be made on behalf of the child.
7. A record of any referrals will be kept in log located in the School Age Director's office.

Termination and Suspension Policy:

The School Age Child Care Director will make every effort to have the child remain in the program. If the child is continually posing challenging behaviors a meeting will be held with the parent/guardian and the School Age Child Care Director if needed to develop a plan of action to address the behaviors. Follow up meeting will be held if needed. If behaviors persist outside services such as BHN/Child Guidance from the Ludlow Public Schools may be ask to consult. Parents may also be asked to follow up with their pediatrician. Behaviors will be documented by the School Age Child Care Director or staff and shared with the parents/guardian If after time and adjustments to the behavior plan the School Age Child Director believe that The Ludlow Boys & Girls Club School Age program cannot accommodate the child's needs the School Age Child Care Director will help the parents/Guardian transition from the program with the assistance of the CEO/President and or the Director of Youth Services.

The President/CEO Director of Operational Services are the only persons who have the authority to terminate a member from the program. The School Age Director, Director of Operational Services or Director of Youth Services are the only persons who have the authority to suspend a child from the program. The circumstances under which a child may be terminated or suspended are:

1. If a child becomes harmful to other children or themselves.
2. If a child becomes harmful to staff.
3. If staff feels that the child may benefit from another program.
4. If a parent refuses referral services.
5. If a parent displays negative, abusive, or belligerent behavior towards a staff member, parent, or another child or conducts themselves in a manner that is detrimental to the program or organization.
6. If a child is continuously unable to follow the policies of the organization or is continuously disrespectful to the staff.
7. If a parent/guardian is perpetually late picking up a child.

In terminating or suspending a child from the program, the School Age Director or the person designated will follow these steps:

1. Notify the parent/guardian of the actions that will be taken prior to the termination/suspension.
2. Provide parents/guardians with a written documentation of the reasons.
3. Will provide information and referral for other services to parents/guardians upon request.

4. If a child is suspended from the program The School Age Director will meet with the parent/guardian before the child returns to the program if the School Age Director feel it is necessary.
5. If a child is to be terminated from the program, The School Age Director, staff and parent/guardian will work together to help the child prepare and understand the situation.

Rights of each Child:

No child shall be subject to abuse or neglect, cruel, unusual, severe or corporal punishment including: any type of physical hitting inflicted in any manner upon the body. Children will not be subject to punishment that includes verbal abuse, ridicule, stigmatizing or humiliation. Under no circumstance shall a child be denied food, rest or bathroom facilities. Children also will not be subjected to punishment for soiling, wetting or not using the toilet, or punishment related to eating or not eating food.

Emergency Plan for Evacuation of the Facility:

Evacuation Drills: In the event that the CLUB must be evacuated due to health or safety reasons the following drills will occur monthly during the year. These drills will be practiced to ensure the safety of our members and staff. It will be the responsibility of the individual Directors to conduct evacuation drills.

It will also be the responsibility of the Director's to note the date the drill occurred, the time and effectiveness of the drill. The Directors will complete an evacuation drill sheet, which will be placed in the evacuation binder. Daily attendance records for each program and the sign out sheet located at the membership desk will be used to obtain an accurate account of members once they have evacuated the building. The procedure of maintaining and gathering this material for attendance purpose will be the responsibility of each Director.

Individual Health Care Plans

The Ludlow Boys & Girls Club must maintain as part of a child's record, an Individual Health Care Plan (IHCP) for each child with a chronic medical condition which has been diagnosed by a licensed health care provider. An IHCP ensures that a child with a chronic medical condition receives health care services he or she may need while attending the program. The IHCP must include the following:

1. Description of the chronic condition which has been diagnosed by a licensed health care practitioner
2. Description of the symptoms of the condition
3. Outline of any medical treatment that may be necessary while the child is in care
4. Description of the potential side effects of the treatment
5. Outline of the potential consequences to the child's health if the treatment is not administered.

An educator must have successfully completed training relative to a child's IHCP. This training must be given by the child's health care practitioner or by the parent or the programs health care consultant. The training must specifically address the child's medical condition, medication and other treatment needs. Some examples of an IHCP would include children with asthmatic conditions, allergic reactions, ADHD or diabetic conditions. Any child needing an IHCP cannot attend the school age programs without it.

Dispensing of Medication:

The Randall Boys and Girls Club reserves the right to make any decisions concerning the storage and distribution of medication during program hours. The following is the guidelines concerning the distribution of medication during program hours:

1. The Club will not administer prescription medication to a child without a written order from a physician, which may include the label on the medication, which must indicate that the medicine is for the specific child and specify the dosage, number of times per day and number of days the medication is to be administered. Non-prescription medication will not be administered without a written note from a physician.
2. All medications must be signed in with the School Age Child Care Director, along with the medication consent form. Oral, non-prescription medication consents must be renewed weekly.
3. The Randall Boys and Girls Club will not distribute medication to the same child more than twice during regular or extended program hours.
4. All medications with the exception of inhalers shall be administered by a staff member, or upon written authorization of a parent, the child may be permitted to administer his/her own medication, under the supervision of a staff member.
5. Medications are not allowed to be carried in first-aid boxes unless authorized by the Health Care Consultant or the School Age Child Care Director. Inhalers and epipens are allowed to be carried in the First-aid boxes and should always accompany the child when outside of the building.
6. The Club will not be responsible for the distribution of any medications which must be taken through syringe or injections.
7. We ask that parents discuss with their doctors the possibilities of prescribing doses of medication around Club hours. The Club will only handle those medications which we feel are absolutely necessary.

Procedures for identifying and protecting children with allergies:

The Ludlow Boys and Girls Club require parents to inform CLUB staff of any known allergies. The Ludlow Boys and Girls Club will post all program children and their allergies for notification for all staff. Staff will be made aware of said allergies to ensure that children are not exposed.

Revised 6/22/20