



LUDLOW COMMUNITY CENTER  
RANDALL BOYS & GIRLS CLUB

***School-Age***

***Childcare***

***Parent Handbook***

## **Ludlow Community Center/Randall Boys & Girls Club**

### **Mission Statement:**

To inspire and enable youth and adults to build better communities by providing life-enhancing experiences and programs through which they will realize their full potential as responsible and caring citizens.

### **About The Club:**

Ludlow Community Center/Randall Boys and Girls Club (Also known as the Ludlow Boys and Girls Club) has been in existence for over 75 years and is a member of the 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 during out of school time. **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 to children in grades K-8 during out of school time. The programs are licensed by the Department of Early Education and Care (EEC) and follows EEC regulations (EEC Program #P-170913). The Western Mass Regional EEC office can be contacted for the Club's compliance history at (413) 788-8401 or at 1441 Main 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 include: Gameroom, Gymnasium, Swimming, Arts & Crafts, Club Blue, Maker Space (STEAM), ESports Lab, group games, Sports Court, outdoor play structure and fields.

The School-Age Childcare Program consists of the following components: Before School, After School, Vacation Days, and Summer Fun.

**After-School:** The After School Program offers childcare from the end of school until 5:30 PM. It follows the Ludlow Public Schools schedule.

**Before School:** The Before School Program will provide early morning childcare, 6:30 AM- 8:30 AM.

**Vacation Days:** Full day care during school vacations will be offered 7:30 AM - 4:30 PM.

**It is available to youth currently enrolled in the Before School and After School program or who hold a current EEC voucher at the Club.** Registration will be done on a daily basis. Registration must be done ahead of time. Vacation days' payments are non-transferable and non-refundable. A schedule of available vacation days will be sent to parents.

**Summer Fun:** The Summer Fun program will run for 8 or 9 weeks in the summer. Hours are 7:30AM-4:30PM. Children must register by the week.

**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: Gymnasium, Sports Court, Gameroom, Arts & Crafts room, Club Blue, Splash pad, outdoor play structure, MakerSpace (STEAM), eSports Lab, the swimming pool, and fields.

**Who is Eligible?**

Children in grades Kindergarten – 8<sup>th</sup> grade.

Children aged 5 years old-13 years old may be enrolled in our School Age programs. Five year olds must be enrolled in Kindergarten or have completed Kindergarten. Special needs children shall qualify if under 16 years of age.

Transportation provided for the Before and After School Program is through the Ludlow Public Schools System for those students attending East Street School and Harris Brook Elementary.

**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 Child Care Director and Assistant School Age Director position. The School Age Child Care Director will oversee the daily operation of all programs, and directly oversee the Before School, After School, Vacation Days, and Summer Fun portions of the program. The Ludlow Boys & Girls Club will also hire a Site Coordinator who will provide additional supervision to the programs and directly oversee the School Age Program when needed. To assist the Site Coordinator and the School Age Director they will hire Group Leaders and Assistant Group Leaders that will carry all EEC qualifications for school age programs. The number of Group Leaders and Assistant Group Leaders hired will be determined by the enrollment numbers in each of the different programs.

The Site Coordinators 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. Certain staff members will be required to obtain and carry a current certification in CPR and First-aid.

Supervision of all Group Leaders will be supplied daily by the School Age Director, Assistant School Director or Site Coordinator. The School Age Child Care Director will supply additional daily supervision to the entire staff which includes the Site Coordinator and the Group Leaders working in all portions of the program. The School Age Director 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 and Site Coordinator.

Licensee – Josue Irizarry

School Age Director – Brianna Lewicki

Director of Operations– Katie Mitus

Assistant School Age Director – Jennifer Kania

President / CEO - Josue Irizarry

Contact info for School Age Director:

Brianna Lewicki

[BLewicki@ludlowbgc.org](mailto:BLewicki@ludlowbgc.org)

(413) 583 – 2072 ext. 128

**Fees:**

Fees are subject to change. Families will be notified in advance if rates are changing.

	Current Rates:	Rates as of 6 /29/2026:
After School Program:	\$79 per week	\$84 per week
Before School Program:	\$53 per week	\$58 per week
Vacation Days:	\$39.00 per day	\$40 per day
Summer Fun:	\$195.00 per week	\$200 per week

There will be \$25 non-refundable registration fee per child per program.

EEC Vouchers are accepted.

Financial Assistance may be available to those who qualify. Those interested can contact the School Age Director or go to our website to download the financial assistance application.

**Hours of Operation:**

The following is a breakdown of our hours relating to each individual program:

**Before-School Program:** 6:30 AM – 8:30 AM

**After-School Program:** 2:30 PM – 5:30 PM

**Summer Fun:** 7:30 AM – 4:30 PM

**Vacation Days:** 7:30 AM – 4:30 PM

**Availability:**

The School-Age childcare program is licensed for 169 children. However, the number of students in each group will be limited on available staffing and space. Once spots are full, a waiting list will be available.

**Registration Policy:**

Registration will be on a first come, first serve basis via our online portal, Daxko. In addition to completing the online registration questionnaire, there will be supplemental documents/forms that will be available on

our website for review. Direct debit payments will need to be set up at the time of registration. Registration details and timeline for each program will be updated on our website.

- Limited spots are available for each program.
- If upon registration, the Club has reached its capacity, you will be placed on a waiting list.
- Registration for Vacation Days is done online. Payment is due at the time of registration.
- No child will be permitted to start in the program until registration questionnaire is complete, all supporting documentation have been provided to the School Age Director, and payment has been arranged.
- All payments are non-refundable and non-transferable.

### **Orientation and Visits:**

Parents/Guardians should contact the School Age Director with questions about our programs or to set up a time to visit. A new student orientation will be set up in the fall prior to the start of the school year.

### **Payment Policies:**

#### **Program Fees:**

Before School and After School payments are auto debited on a weekly basis. Payment will be deducted on the Friday of each week for the following program week for as long as the program runs. Automatic bank withdrawals are required. All payments are non-refundable and non-transferable. Weekly charges are the same regardless of absences or closures.

Summer Fun: A non-refundable, non-transferable deposit of \$40 per week is required at the time of registration to secure your child's spot for Summer Fun. The remaining balance of \$160 will be direct debited 10 days before the week attending.

**Withdrawal from a Program:**

Before School or After School: To withdraw a child from the Before and/or After School program, a 2-week notice is required. The Parent/Guardian will be responsible for payments thru the second week after written notice is given. If no written notice is given, the parent/guardian will be responsible for payments thru the second week after service end date.

For example, if the Club is notified on March 3rd, payment must still be rendered for the weeks of March 8th and March 15th.

To drop a program, please email Bri Lewicki at [BLewicki@ludlowbgc.org](mailto:BLewicki@ludlowbgc.org)

Summer Fun: If you choose to cancel a scheduled week, you must provide notice at least 14 days before the first day of that week. If canceled within that timeframe, you will not be responsible for the remaining fee of that week, however, the \$40 per week deposit will not be refunded. To drop a week, please email Bri Lewicki at [BLewicki@ludlowbgc.org](mailto:BLewicki@ludlowbgc.org)

- **Late Pick Up:** A parent/guardian/authorized person who is late picking up a child from any Club program will be charged \$20.00 for the first 15 minutes or any part thereof and \$10.00 for each additional 5 minutes or any portion thereof.

Charges for late pick up will be withdrawn with the next weekly debit of program fees, or direct payment will be required for those children who are not enrolled in direct debit.

After a third incident, the child's enrollment in the program may be in jeopardy of termination.

- **Refunds:** There are no refunds or credits for missed time due to absences and no substitution of days. Should we be ordered to close by town, county, state or federal officials at any time, in order for the Club to meet its financial obligations, families will be required to meet their financial commitment for up to two weeks of closure. After that time, no further charges will be made until the Club reopens.

- Successful registration is dependent on all household accounts being in good standing with The Club. If there is an outstanding balance, your registration may not be valid.

### ***EEC Childcare Vouchers***

### ***Enrollment and Payment Policies***

- Parents and caregivers who have a childcare voucher must contact the program Director to verify a spot in the program and complete a confirmation of provider form.
  
- Parents/caregivers will need to register their child through our member management system, Daxko. A voucher code will be provided from the Director.
  
- Parents and caregivers must follow the payment policies of The Department of Early Education and Care subsidized child care financial assistance agreement.
- Payments will be due in weekly installments on the Friday prior to the week of service. Parent fees will be based on the current voucher. Parents can set up auto payment through Daxko or make payment at the membership window.
- Failure to make payment on the due date will result in The Ludlow Boys & Girls Club issuing a non-payment of parent fees warning notice.
  
- Failure to respond to the warning notice by the next payments due date will result in a termination notice issued by the Ludlow Boys & Girls Club. A copy will be sent to EEC. This may result in loss of voucher.
- Parents/ guardians must accept the policies set forth in the Department of Early Education and Care Subsidized Child Care Attendance notification agreement.
- Parents/guardians must contact The Ludlow Boys & Girls Club and notifying them if their child will be absent.
  
- Three unexcused absences in a row may result in the loss of a voucher.
- After a child has more than 45 absences (excused or unexcused) in a 12-month period parents/guardians may be responsible for paying any of the days their child is absent in full.
- Parents/guardians must supply a two week written notice if they wish to withdraw their child from The Club.

- Parents/guardians will be responsible for late pick up fees and for bank fees resulting from checks deposited against overdrawn accounts.

### **Pick-up Policy:**

#### Pick-up Times:

After School: 2:30 PM - 5:30 PM

Vacation Days and Summer Fun: program ends at 4:30 PM

- Please park in the front or back parking lots. The front loop is for emergency vehicles only.
- Use the front main entrance, ring the doorbell on the right side of the door. Membership will unlock the door via buzzer, proceed to the membership window.
- Give Membership the child(ren)'s name whom you are signing-out.
- Sign child out on the tablet handed to you from the Membership clerk.
- Child will be called down to the vestibule via walkie-talkie.
- Anyone on your child's Authorized Pick-up list should always have an ID with them at pick-up. Once authorization of the person picking up is verified, the Club will release the child(ren) to said person.
- A child will not be released to anyone who is not on the Authorized pick up list or has an appropriate ID.

### **Late Pick-up Policy:**

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

1. Attempt to contact parents/guardians at phone number(s) listed.
2. Attempt to contact parents/guardians at work phone numbers listed.
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 an 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:**

The Ludlow School Department provides transportation to and from The Club from the following schools: Harris Brook Elementary and East Street School. Children from Baird Middle School are responsible for walking to and from The Club by themselves. Transportation must be arranged with The Ludlow Public Schools. **It is the responsibility of the parent to arrange registration for transportation through the Ludlow School Department. The transportation department is located in the Superintendent's Office.**

The School Age Childcare program is not responsible for the children in After School Program until they have gotten off of the bus and been checked in.

### **Baird Middle School Walking Policy:**

Children who are enrolled in the After-School Program and go to the Baird Middle School will walk to The Club unsupervised. The Club will not be responsible for the children until they enter the building and are checked in with Membership. The Club requires that the Middle School children arrive at the program no later than 2:45PM unless we receive phone call from a parent letting us know that they will arrive late.

Children enrolled in the Before-School Program who are enrolled at Baird middle School program will walk to school unsupervised beginning at 7:40AM. Children will sign themselves out with Membership and walk to school. Parents must have a signed permission slip on file for their child to walk to and from school.

### **Transportation Plan for Field Trips:**

The Summer Fun childcare program may occasionally go on field trips. In the event of a field trip, parents will be notified through handouts given to the children in the program. In addition, flyers will be hung on our parent information board. Permission slips will be used to gain parental consent to participate in the field trip. Permission slips will have any necessary information on it regarding the particular field trip.

### **Arrival – School Age Program Check-in Policy:**

- Parents/Guardians must park in one of the parking lots.
- Parents/Guardians must walk their child into the building.
- Use the front entrance, ring the doorbell on the right side of the door. Someone at Membership will let you in, proceed to the membership window.
- Parents/Guardians will sign their child in on the tablet handed over by Membership.

- Children will be let into the main building where they will be greeted and go to their groups designated areas.
- If a child is not coming to the program, we ask that you please notify the Club that your child will not be attending.
- If your child is sick, please do not send them to the Club.
- Children should be dropped off no later than 8:15AM for Before School.
- Children should be dropped off no later than 8:45AM for full day programs (Vacation Days and Summer Fun). If you need to drop off later than 8:45AM please call the Club to let us know.

**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. Children enrolled in Vacation Days, Summer Fun or the Before School program will be considered absent if their parents have not checked them in.

If a Child who is enrolled in the After School Program does not arrive off their bus and a parent/guardian has not notified The Club that their child will not be attending the After-School Program, that child will be considered missing. If a child appears to be missing, the staff will attempt to locate the child by calling the child's parents/guardians, emergency contacts, or their school.

If a child who is enrolled in the After School program that walks from the Middle School does not arrive to The Club by 2:45PM and their parent/guardian has not notified The Club that their child will not be

attending, that child will be considered missing. If a child appears to be missing, the staff will attempt to locate the child by calling the child's parents/guardians, emergency contacts, or their school.

**Program Transition:**

The following procedures will be used to ensure the easy transition into our school-age programs for any new registrations:

Any new registrations will be provided with an opportunity to set up a meeting with the School Age Director or Assistant School Age Director to receive a tour of the facility and discuss any questions or concerns they may have regarding the program.

The following procedures will be used to ensure the easy transition out of our school-age programs for any person exiting our program:

- A. We will provide any emotional support for the children and parents in our program by helping communicate the reasons for the exit from the program.
- B. Support services and referrals may be provided. Please see support services and referrals section for more information.

**Progress Reports Policy:**

The School-Age program will conduct progress reports on all of the children who participate in our Before and After-School Programs. These reports will be used to maintain communication with families, to track

the progress of how children adapt to our program, and to help facilitate transitions into other programs. The reports will be based on observations of the children and placed in the child's file.

**Nutrition Program:**

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.

**Cell Phones, Electronic Devices and Toys:**

Children are not allowed to use hand held electronic devices at the Club, including cell phones, laptops, iPods, or similar devices (**See cell phone policy**). Toys, jewelry, excessive amounts of money, and trading cards should also be left at home. These items are easily misplaced, damaged, or stolen. We ask that parents remind their children to keep these items at home and not bring them to the program. If any of these items are used at the Club, they will be taken away by staff and given to the Directors to hold in their office.

Parents or guardians will be able to pick up items at pick-up.

**Exceptions may be made for electronic devices required schoolwork or medical purposes.**

**The Club is not responsible for lost, stolen, or damaged personal belongings.**

**Cell Phone Policy:**

Children are required to leave their cell phones in their back packs. If a child is seen using their cell phone they will be asked to put it away.

If a child continues to use their phone, staff will confiscate their phone and give it to the Directors to keep in their office until pick-up where their parent/guardian will be notified and reminded of the policy.

If a child needs contact a parent, they will be advised to go to the Directors office where they can use a phone in the office.

**Social Media Policy:**

The purpose of the Club's Social Media pages is to promote the mission of the Club by creating awareness, connecting with the community, and promoting our quality programs.

One person shall be designated by the President/CEO to oversee all Social Media. Only this person will be able to post on the Club's Social Media sites. All staff members wishing to share information via Social Media sites must do so through the designated person.

Our Facebook page represents the Club, and everything published online reflects upon it. Be aware that our organization's actions captured via images, videos, posts, or comments need to reflect positively on the Club. Our page operates under the principles of caring, honesty, respect, and responsibility.

The Club's Social Media pages will be monitored on a continual basis. Individuals who post or share any posts from a personal account that are negative, insulting, threatening, or illegal, or engage in any behavior that is inappropriate,

will be blocked and the post will be removed. This applies to any staff member of the Club who posts any of the above that are contrary to the employment standards of conduct outlined in the employee handbook; they may be subject to discipline up to and including termination.

Information that is confidential or personal in nature is not to be shared, including names of individual Club members, the substance of internal, confidential communications, etc. Consult the Club's confidentiality policy for guidance about what constitutes confidential information.

Ensure that the Club has parental consent before posting images or videos of any children on social media.

Be respectful to the Club, employees, members, volunteers, and Board Members.

Professionalism is to be maintained at all times.

The Club's name, reputation, and brand must be protected in order to maintain the Club's message/mission.

Every volunteer and employee will be required to review and sign a document annually acknowledging this social media policy.

### **Lost & Found**

Many children come in and out of the building every week. Knowing this, parents should be aware of lost items. Names should be written on all of children's belongings that are brought to the Club. There is a lost & found in the Gameroom. All items found will be placed near the Membership windows. After a period of time items in the lost & found box will be donated.

### **Parking Policy**

For the safety of the children we ask that all cars park in the parking lots. Parking is **only** permitted in our two parking lots. The loop located in front of the main entrance will be closed to all traffic, with the exception of emergency vehicles, and vehicles with handicapped plates or tags. Vehicles with handicapped plates or tags can use the bus loop as a drop-off zone and then park in handicapped spots located in one of our front parking lot. All other vehicles will be reported to the Ludlow Police Department and face a possible \$200 fine.

### **Parent Conferences & Involvement:**

The School-Age Director will be available Monday – Friday between the hours of 9:00AM and 2:00 PM to discuss any problems or concerns a parent may have with the individual programs. 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/guardians 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.

### **Parental Conduct:**

While in the building or on the premises, parents/guardians 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 Director. Any parent/guardian 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. Gloves will be worn and hand hygiene will be done after.
3. An injury report must be filled out as soon as possible and placed in a bin in the School Age Office.
4. If the injury is serious the School Age Child Care Director(s) or Site Coordinator must 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/guardian. The Professional Staff person will bring emergency cards with them.
5. The School Age Child Care Director(s) 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.
6. The School Age Child Care Director will record the injury in the injury log.
7. The School Age Child Care Director 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 Director. 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.  
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:**

Daily schedules will be posted for families to view at pick-up time and sent to families via email if requested. Each program schedule is comprised of the following educational and recreational components: arts and crafts, free play, cooperative games, science, group games, outdoor play, fitness, eSports, and academic reinforcement.

**Operating Schedule:**

The operating schedule will be based on the Ludlow Public Schools schedule and is subject to change based on changes to the school calendar. A detailed schedule will be posted on our website.

**Half-Days & Early Releases:**

The After School program follows the Ludlow Public Schools schedule of Half-Days and Early Releases. On these days, students will be bused directly from their school to the Club at the time of dismissal. Students of Baird Middle School will walk over to the Club at their dismissal time.

Please note that on Half-Days, students will not have lunch at school. Parents must pack your children a healthy lunch with snacks to eat at the Club.

There is **no** addition fee for Half-Days or Early Release days.

Please refer to the Ludlow Public Schools calendar for the exact dismissal times for your child(ren)'s school.

**Paid Holidays and Closures:**

The following days will be paid closures and thus full weekly rates are due. A detailed closure schedule is available on our website:

New Year's Day

MLK Day

President's Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Indigenous Peoples' Day

Veteran's Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

### **Paid closures – Staff Professional Development Days:**

Each year, we will be closed for 2 paid Professional Development days. One in the fall and one in the spring.

Please see our detailed closure schedule for dates.

### **Additional Unpaid Closures:**

The Club will be closed for cleaning and Professional Development in August and an unpaid closure for December vacation week.

A detailed schedule of paid & unpaid closures is available on our website.

\*Closings are subject to change. Families will be provided with 30 days' notice of any changes\*

### **Snow Days:**

In the event Ludlow Public Schools cancels school due to inclement weather, the Club will be closed as well. No refunds will be granted for snow days.

If school releases early due to inclement weather, After School members will be bussed to the Club but we will most likely close early. The Club will communicate with parents a time for pick-up via email, Remind app, Facebook and our website.

If the Ludlow Public Schools have a delayed start, then the Before School Program will be delayed for the same amount of time. For example, if LPS has a 2-hour delay then the Before School Program will also have a 2-hour delay and open at 8:30 AM.

If the Club must close due to an emergency such as severe weather or a power outage on a full day of programming (Vacation Days or Summer Fun), the closure will be announced on our website, Facebook page, and WWLP. This will be considered a paid closure day.

**Emergency Closure:**

If Ludlow Public School are closed or fully remote for any reason there will be no Before or After School program. This will be considered a paid closure day.

**Immunization Records:**

Parents must have a copy of their child's immunization records on file at his/her school or at the Club.

Records must be kept up to date and include lead testing. Children will not be allowed into the program unless a record of immunization is present at the school or at the Club.

**Child's Record:**

The Ludlow Boys & Girls Club collects children's records through our online member portal, Daxko. In addition, the Club will keep information folders on each child enrolled in the School-Age Childcare program. 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 may 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 a written request to the

School Age Director. Any information placed in a member's folder is considered confidential and is treated as such.

**Confidentiality and Distribution:**

Staff may not distribute, share or discuss information (including photographs or other images) about children and families in the Preschool Program by any means, whether written or verbal, using any medium, including but not limited to telephone, e-mail or electronic text, without the expressed written permission of the child's parents/guardians.

Information pertaining to children and their families is privileged and confidential. Information about a child or his/her family is not to be distributed or released to any unauthorized person, or discussed with any unauthorized person, including but not limited to other parents in the program, and may not distribute copies of information in a child's record without the written consent of the child's parent/guardian. Information in the child's record is not to be distributed or released to anyone not directly related to implementing the program plan for the child without the written consent of the child's parent/guardian or pursuant to a court order.

**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 people on their Authorized Pick-up list. In the event that someone not on an Authorized pick-up list 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, anybody on a child's Authorized Pick-up list will be asked to show an ID when picking up a child.**

### **Changes in Authorized Pick-ups:**

If a parent/guardian needs to amend (change, add, or delete) an authorized pick-up, the following procedures must be followed:

1. To **change** a pick-up's information, the following procedures must take place:
  - A. Parent/guardian notifies staff that they wish to change contact information
  - B. Staff will have parent/guardian fill out Change Form to its entity.
  - C. The form is immediately given to Membership to be changed in Daxko.
  - D. Once the change is made in Daxko, Membership will initial the bottom of the form, the original is given to the Program Directors.
  - E. The Program Directors will file the change form in the child's records.
  
2. To **add** an authorized pick-up person, the following procedures must take place:
  - A. Parent/guardian notifies staff that they wish to add an authorized pick-up person.
  - B. Staff will have parent/guardian fill out add form to its entity.

- C. The form is immediately given to membership to be added in Daxko.
  - D. Membership will note the change on the authorized pick-up list immediately in writing and initial until an updated list is printed the next Monday.
  - E. Once the addition has been made in Daxko, Membership will initial the bottom of the form, the original is given to the Program Directors.
  - F. The Program Directors will file the change form in the child's record
3. To **delete** an authorized contact/pick-up person the following procedures must place:
- A. Parent/guardian will notify staff they wish to delete a contact person.
  - B. Staff will immediately have parent/guardian complete delete form. Staff will have parent fill out delete form in its entirety.
  - C. Staff will take a copy of any supporting documentation (restraining order/custody order)
  - D. The form and supporting documentation is immediately given to Membership to change in Daxko.
  - E. Once the deletion has been made membership will immediately give the original delete form along with supporting documentation to the Program Directors.
  - F. The Program Director will cross off the contact person and initial and date from the original registration paperwork. Program Directors will file the deletion form and supporting documentation.
  - G. Program Directors will notify their direct supervisor, all membership staff, and all relevant program staff of the pick-up restriction. Program Directors should document who they have notified regarding the restriction.
  - H. In the event that a Program Director is not immediately available the delete form and supporting documentation must be given immediately to the Director of Operations, or President/CEO.

**Clothing:**

Please remember this is a recreational program. Children must dress for play. Pants or shorts, and sneakers are required to play in the gym, playground, fields and sports court. Since children will use the gym most days, please have them wear or bring sneakers 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:**

Swimming may be scheduled as an activity for Summer Fun or a Vacation Day. Parents will be notified ahead of time if there is to be swimming. Certified Lifeguards will be on duty during swim activities. Parents must have given consent in Daxko for a child to swim.

### **Volunteers:**

The program will and does use volunteers in daily programs and special events. It is important to note that the Club does not consider the volunteers in their student to teacher ratio. Volunteers can be drawn from our core of parents, part time staff or high school and college students looking for the experience necessary in entering the child care profession.

### **Children with Disabilities:**

The Ludlow 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. Program Staff do not yell across the room.
- B. Program Staff walk over to the child who is misbehaving.
- C. Program Staff tell the child what s/he is doing wrong and ask him to stop.
- D. If the child does not stop behavior, a short time out is given.
- E. If behavior still does not improve, Program Staff 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 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, gymnasium, Club Blue, Maker Space, eSports, or the 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.

### **Bathroom Policy:**

1. Staff must allow children to go to the bathroom immediately upon request.
2. Children should not be punished for soiling, wetting or not using the toilet.
3. Staff should remind children that there is only one child allowed in the bathroom at a time.
4. Staff should remind children to wash their hands after using the toilet.
5. Children should use the bathroom in the area they are in. If there is not a bathroom in the area they are in like Art Room, Gym, or eSports children will be instructed to use the closest bathroom. Children in grades 3<sup>rd</sup> – 8<sup>th</sup> may go on their own if traveling in groups of 3. Grades Kindergarten-2<sup>nd</sup> must have a staff member bring them in a group of 3. If the staff member is not available to bring them they are to contact the School Age Director, Site Coordinator or other person in charge to bring them.
6. Children are not permitted to use the bathroom in the locker rooms unless it is during Summer Fun. At that time the locker room is closed to all other members and children must go in groups of 3.

### **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 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 Director 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.

**Bullying Prevention Policy:**

The Ludlow Community Center/Randall Boys & Girls Club is committed to providing all members with a safe environment, and will not tolerate any form of bullying at any Club activity, on or off Club property. All staff, volunteers, and members shall read and abide by the Club's Code of Conduct. Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Staff and/or volunteers who observe an act of bullying shall take immediate, appropriate steps to intervene. If the staff member and/or volunteer believes his/her intervention has not resolved the matter, they shall report it to Club leadership and document the incident in writing. Club leadership or appropriate staff member shall inform the parent or guardian of any member who was observed as a victim or perpetrator of bullying. Depending on the frequency and severity of the conduct, intervention,

counseling, correction, discipline and/or referral to law enforcement will be used to remedy the impact on the victim and change the perpetrator's behavior, up to, and including terminating membership.

### **Supportive Services and Referrals:**

The Club is a member of the United Ways FIRST CALL SYSTEM or 211 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 School Age Director, Assistant School Age Director or Site Coordinator immediately if they observe or have concern with a particular child.
2. The School Age Director 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 may 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 School Age Director 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. A 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 Operations.

The President/CEO is the only person who has the authority to terminate a member from the program. The School Age Director, President/CEO, and Director of Operations 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.
8. If there are overdue balances.

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. 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.

**The safety & well-being of our youth members is our #1 priority. Please view our Commitment to Safety page at: <http://ludlowbgc.or/abouttheclub/safety/>**

*Effective 3/13/2026*

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**LUDLOW COMMUNITY CENTER  
RANDALL BOYS & GIRLS CLUB**

# Childcare Program

# Health Care Policy

## Emergency Telephone Numbers

Health Care Consultant: Dr. Elinor Kelliher

Telephone: 413-734-1001

Address: Pediatric Associates

373 Park St West Springfield MA 01089

## **Emergency Telephone #:**

**911 or Fire: 583-8332**

Police: 583-8305

Rescue/Ambulance: 583-8305

Poison Prevention: 1-800-222-1222

DCF: 205-0650

## **Hospital(s) Utilized for Emergency:**

**Baystate Medical Center**

**Telephone: 794-0000**

759 Chestnut St.

Springfield, MA. 01115

Mercy Hospital

Telephone: 748-9000

271 Carew St.

Springfield, MA. 01115

**Information to give in an Emergency**

Your Name: \_\_\_\_\_

The Nature of the Emergency: \_\_\_\_\_

Telephone number: **583-2072**

Address: **91 Claudia's Way**

Location in the building: \_\_\_\_\_

**Emergency Procedures**

If a child is injured or requires emergency assistance, the staff person is to summons help from other staff members in the building and notify The Program Director immediately. Staff person or persons attending the child shall take whatever action necessary if a child is in a life-threatening situation. Appropriate emergency agencies (fire, rescue, police) shall be notified along with parent(s) immediately. In case of a life threatening emergency, (child needs immediate medical attention), the parent will be asked to sign a medical release form at the time of registration giving emergency personnel permission to start treatment on the injured child before parents arrive at hospital. Parents will sign this release form when they register for the program and be kept on file for the entire year.

**If Parent Cannot be Contacted:**

In the event a parent or guardian of an injured or sick child cannot be contacted The Program Director or person in charge will proceed to attempt to the person or persons listed as the emergency contact on the member's information sheet. Attempts to contact a

person on the list will be made until someone is contacted and the situation is explained. A professional staff member will accompany the child to the hospital in the absence of a parent or guardian. The staff person will bring medical consent forms along with them.

### **Emergency Procedures for Off-Site Incidents:**

When an incident or accident occurs off-site, the staff will follow the following procedures:

1. Staff will assess the situation and take appropriate action to guarantee the safety of all the children. First-Aid will be administered by a qualified person if needed. First Aid Equipment will be accompanied with each group that leaves the building.
2. The Program Director, Director of Operations, CEO/President will be notified as soon as possible.
3. Depending on the nature or extent of the injury parents will be notified by staff member as quickly as possible.
4. Depending on the severity of the emergency or injury staff will notify emergency personnel. i.e.. Fire, Police and Rescue.

### **Procedures for Utilizing First Aid Equipment**

1. First Aid boxes are located in the following program areas: School Age office, gameroom, gym storage, pool, arts & crafts, Club Blue, E Sports Lab, and Maker Space and Pre – School rooms A, B and C. Group leaders will carry a fully stocked first-aid kit with them when outside of the building.
2. First aid can only be administered by staff members who are currently certified in First Aid.
3. First Aid boxes and supplies will be maintained and stocked by the following professional staff members: School Age Director and site coordinator. The First-Aid cabinet in the School Age and Pre-School office will serve as the main supply of first-aid equipment.
4. Contents of all first aid boxes will include the following: tape, band aids, gauze pads, gloves, gauze roller bandage, cold packs, tweezers, and scissors. A thermometer will be kept in the first-aid cabinet in the School Age office and in all three Pre-school classrooms

### **Injury Prevention and Management:**

The Ludlow Boys and Girls Club shall monitor the environment daily to immediately remove or repair any hazard, which may cause injury. The Ludlow Boys and Girls Club does not permit smoking in the building or on Club property. All toxic substances and

hazardous materials are to be kept locked. Sharp objects, poisonous planets, matches and other dangerous materials will be kept out of the reach to children of the program.

### **Injury Prevention Plan**

1. Staff shall monitor the environment daily to remove or repair any hazards which may cause injury.
2. Staff shall make sure that all first-aid kits remain stocked.
3. Staff shall carry a fully stocked first-aid kit with them at all times while outside of the building.
4. A list of all allergies and or medical conditions will be posted in the School Age Office.
5. All toxic substances, poisonous plants, medications, sharp objects, glass objects, matches, and other hazardous object must be put in a secured place and kept out of the reach of the children.
6. If a child is to become injured the following steps must 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 Program Director 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 the child's file containing emergency contacts with them.
  4. The Program Director 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.

### **Maintenance and Monitoring Central Injury Log:**

The Ludlow Boys and Girls Club will maintain a central log and file on all injuries and incidents, which occur during program hours. An injury or incident report shall include, but not be limited to: Name of Child, Date of Injury, Time and Location of Injury, Description of Injury and how it Occurred, Name of Witnesses, Description of First Aid that may have been administered, and the Name of the Staff Member Filing Report.

### **First-Aid and CPR Training**

First-aid will only be performed by staff who are currently certified in First-aid. All staff must be first aid certified within six months of hire. One staff member on the premises must be certified in CPR at all times. CPR must be renewed annually as required.

### **Informing Parents of First Aid Administration:**

The Ludlow Boys and Girls Club will inform parents immediately of any injury, which requires emergency care beyond minor first aid. In the instance that the injury is not severe The Club will notify parents within 24 hours. A written report will be supplied for all injuries.

### **Notification of Death or Serious Illness:**

The Randall Boys and Girls Club shall immediately report to The Department of Early Education and Care the death, hospitalization, or emergency care of any child, which is injured during the licensed program. A written report shall be sent to EEC with a detailed description of the injury within forty-eight hours of hospitalization or death.

### **Infection Control**

1. All staff will ensure that staff and children wash their hands with liquid soap and running water using friction. Hands shall be dried with individual or disposable towels. Staff and children shall wash their hands at least at the following times:
  1. Before eating or handling food

2. After toileting
  3. After coming into contact with body fluids and discharges
  4. After handling center animals or their equipment
  5. After cleaning
2. Facilities used for hand washing after toileting shall be separate from facilities and areas used for food preparation and food service. Only the sink in the staff room shall be used for food preparation.
  3. Staff shall ensure that all equipment, items, and surfaces are clean and sanitized. Areas shall be cleaned first with soap and water and then with a bleach solution.
  4. All staff shall wear disposable gloves when cleaning up bodily fluids or providing first-aid.
  5. All bodily fluids shall be cleaned up using a bleach solution.
  6. All gloves and towels used to clean up bodily fluids should be disposed of immediately in a trash bag and the bag shall immediately be tied up and brought to the dumpster.

**Procedures for Disinfecting Program Equipment:**

Daily Procedure

1. toilets and seats – Janitorial staff
2. sinks and faucets – Janitorial staff
3. drinking fountains – janitorial staff
4. tables and chairs – Program & Janitorial staff

At least monthly or more frequently as needed to maintain cleanliness, when wet or soiled, and before use by another child

1. cots and mats used for resting children – program staff
2. sheets, blankets, pillow cases and other coverings – program staff

**Procedure for Clean-up of Blood or Bodily Fluid Spills:**

The Randall Boys and Girls Club will provide disposable non-latex gloves to be used for the clean up of blood and bodily fluid spills. The affected area shall be disinfected with a bleach and water solution. Used gloves shall be thrown away in a lined, covered container. The Randall Boys and Girls Club shall ensure that staff washes their hands thoroughly with soap and water after cleaning up and bodily fluid. Bloody clothing shall be sealed in a plastic container or bag, labeled with the child's name and returned to the parent. All mops and rags used to clean area shall be immediately disinfected washing them in a bleach and water solution.

### **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 (DCF). The following procedures will be followed:

1. A staff member who suspects abuse or neglect will notify The Program Director or professional staff person. 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 Program Director or professional staff member will make a verbal report to DCF, to be followed by a required written report 51A within 48 hours. DCF phone number is 205-0500.
3. If a staff member feels that an incident should be reported to DCF and The Program Director and professional staff person disagree then the staff member may report the incident to DCF directly.
4. The Program 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**

The Randall Boys & Girls Club is 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 (DCF) and The Department of Early Education and Care (EEC). 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 president CEO 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 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.

#### **Emergency Plan for Evacuation of the Facility:**

*Evacuation Drills:* In the event that the CLUB must be evacuated during the time of operation of programs. Due to health or safety reasons Drills will be practiced to insure the safety of our members

the following drills will occur at least 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 Director or Site Coordinator to conduct monthly evacuation drills during each of the following program times:

1. Between the hours of 6:30 am and 8:30 am – Before School
2. Between the hours of 2:30 pm and 5:30 pm – Afterschool
3. Between the hours of 8:00 am and 4:00 pm – Pre-School

It will also be the responsibility of the Director to note the date the drill occurred, the time and effectiveness of the drill. The Director 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 the Director.

#### **Dispensing of Medication:**

The Randall Boys and Girls Club reserves the right to make any decisions concerning the 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 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 Program Director along with the medication consent form.
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 medication with the exception of inhalers and Epipens 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 kits unless authorized by the Health Care Consultant or the Program Director. Inhalers and Epipens are allowed to be carried in the First-Aid backpacks 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.
- 8.

**Care of Mildly Ill Children:**

The Randall Boys and Girls Club has designated a quiet area in the Program Director's office for mildly ill children. A cot with blanket and pillow will be supplied for those children to rest. A professional or part time staff member will supervise children using the quiet area, until a parent/guardian can pick the child up from the CLUB.

**Condition, which necessitates parents picking up an ill child:**

1. If a child has more than one hour left in the program day, parents will be asked to pick-up child as soon as possible.

2. If a child has vomited or has diarrhea.
3. If a child has a fever
4. If a child is drowsy or demonstrates any other behavior which causes concern to staff
5. If a child has suffered a traumatic injury or incident

**Conditions in which a child can return to Program:**

1. If the child has been absent from CLUB programs for more than three (3) days or if child has been diagnosed with a communicable disease the CLUB must have a written doctors note clearing the child to resume CLUB activities.
2. A child may not return to the program within 24 hours of vomiting, diarrhea or having a fever.

**Procedures for identifying and protecting children with allergies and/or medical conditions:**

The Randall Boys and Girls Club require parents to inform CLUB staff of any known allergies and/ or medical conditions. The Randall Boys and Girls Club will post all program children and their allergies and/or medical conditions for notification for all staff. Staff will be made aware of said allergies to ensure that children are not exposed. Staff will be aware of medical conditions and make accommodations when necessary.

**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 program's 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.

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