



GREAT FUTURES START [HERE](#).



BOYS & GIRLS CLUB OF GREATER HAVERHILL



PARENT/ MEMBER HANDBOOK

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Staff Directory

Administrative

Javier Bristol	Executive Director
Jessi Magee	Director of Operations
Eric Magee	Program Director
Brandon Suero	Athletic Director
Lilly Ruiz	Membership Coordinator
Melissa Defriesse	Director of Development
Terry Rinaldi	Bookkeeping/Accountant
Zoraida Jordan	Director of Food Services



Boys & Girls Club of Greater Haverhill

55 Emerson Street
Haverhill, MA 01830
Tel: 978-374-6171
Fax: 978-912-7522



www.facebook.com/HaverhillBoysGirlsClub

www.haverhillbgc.org

[Important Dates](#)

<u>Event/ Holiday</u>	<u>Club Hours</u>
September 4 th	First day of the Program
September 25 th	HPS Early Release – Club Closing at 5:30PM
October 14 th	No School (Club Closed)
October 23 rd	HPS Early Release – Club Closing at 5:30PM
November 5 th	Election Day (Club closed)
November 11 th	Veteran’s Day (Club Closed)
November 27 th	HPS Early Release – Club Closing at 5:30PM
November 28 th - 29 th	Thanksgiving (Club Closed)
December 23 rd -January 1 st	Club Closed Happy Holidays!
January 2 nd	Club Reopens
January 8 th	HPS Early Release – Club Closing at 5:30PM
January 20 th	Martin Luther King (Club Closed)
January 24 th	HPS Early Release – Club Closing at 5:30PM
February 17 th	Presidents Day (Club Closed)
February 18 th -21 st	Vacation Programming 8:00AM-5:30PM
February 28 th	HPS Early Release – Club Closing at 5:30PM
March 12 th	HPS Early Release – Club Closing at 5:30PM
April 9 th	HPS Early Release – Club Closing at 5:30PM
April 18 th	Good Friday (Club Closed)
April 21 st	Patriots Day (Club Closed)
April 22 nd -25 th	Vacation Programming 8:00am-5:30pm
April 24 th	HPS Early Release – Club Closing at 5:30PM
May 23 rd	HPS Early Release – Club Closing at 5:30PM
May 26 th	Memorial Day (Club Closed)
June 11 th	Last Day of School HPS Early Release – Club Closing at 5:30PM

[About the Club](#)

Boys & Girls Clubs of America Mission Statement

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

What is the Boys & Girls Club

Boys & Girls Club:

- Provides year-round programs for youth ages 6-18
- Has full time professional leadership, supplemented by support staff and volunteers
- Makes sure that all girls and boys can afford to become a member
- Is for youth of all races, religions, and ethnic cultures.
- Has an open-door policy

Regular Hours of Operations

- ***Regularly Scheduled operating hours: 2:00pm-7:00pm***
- ***Early Release club closes at 5:30pm***
 - ALL MEMBERS must be picked up no later than **5:30PM**
- ***Holidays/ Vacation Days (Club Closed)***
- ***Unscheduled School Closings***
 - Check our Social Media pages for updates, announcements and closing information.
 - FB: www.facebook.com/HaverhillBoysGirlsClub
 - IG: hbgclub

**The Club will be closed briefly before and after the summer program. Additional staff training days may be held during the year. Club closings will be posted in advance. **

Membership/ Registration

Who can register

Any youth age 6 and in first grade to 18. The organization does not discriminate based on race, religion, culture, gender, gender identity, economic status, or any other protected group.

How to register

Parents must register online. Our registration link to sign up is on our website www.haverhillbgc.org. Memberships must be renewed at the beginning of each school year. Annual Membership fees are as follows:

- \$250.00 per year

Refund/ Transfer Policy

Membership and summer fees are **NON-REFUNDABLE**. Memberships are non-transferable from one club to another club. You must pay a fee at each club, even if you have already paid at another club during the same membership year.

Membership Cards & Replacement Cards

Each child will receive a membership card that must be shown to check in to the Club.

If your child loses his/her card you may purchase a new card for \$1.00

Attendance Policy/ Open Door Policy

The Boys & Girls Club of Greater Haverhill is an after-school youth development program that supports the educational goals of each school system. Therefore, members of the Boys & Girls Club of Greater Haverhill who have been suspended or are absent from school are not allowed to attend the Club on those days.

The Boys & Girls Club has an open-door policy. Club members may enter and exit the building at will and the club is not responsible for them once they do leave. Parents are to advise their children to stay in the building until they are picked up.

Code of Conduct

- I. Listen
- II. Play fairly and be honest
- III. Be respectful to others and to the Club itself (neat and tidy)
- IV. Resolve problems in a positive way
- V. Use appropriate language
- VI. Dress properly
- VII. Zero tolerance on smoking, drugs, alcohol, and weapons
- VIII. Bring membership card everyday

Dress Code

Inappropriate clothing of any kind is **NOT** allowed at the club. Members wearing clothing that is too revealing in any way, or clothing with questionable or distasteful advertising, will be asked to change and/or leave the Club immediately.

Personal Property

- Members are responsible for all personal belongings. Please label all belongings to increase the potential of lost items being returned.
- The club is not responsible for cell phones, electronic devices, toys, radios, trading cards etc... and will not provide reimbursement if lost, broken, or stolen.

Lost and found

- Items can be found in either the boys or girls coat rooms. Every month all lost and found items will be displayed in our lobby for 1 week. After this week all items will be donated to a local charity



2024-2025

Programs

The Boys & Girls Club provides year-round activities to meet the interests of our youth and their physical, emotional, cultural, and social needs.

Education & Career Development

- Homework Support - homework help
- Khan Academy – an online platform to practice math skills at your own pace.
- Number Ninjas – engaging math activities
- Readers Club – a fun environment to practice literacy skills and read aloud.
- STEAM Program – science, technology, engineering, art, math
- Gardening Club – learning how to grow plants and harvest them.

Character & Leadership Development

- Youth of the Month/Youth of the Year - recognizing and promoting outstanding youth
- Keystone Club - high school service and leadership activities
- Torch Club - middle school service and leadership activities
- MIT Program – mentor in training and teaches kids leadership skills.
- GSA – gender sexuality alliance

Health & Life Skills

- GREAT Program – gang resistance education and training for young people
- Positive Action- A program that builds motivation and encourages kindness and cooperation among youth.
- Empower Her – teach girls how to style and maintain their hair.
- In Her Mind – teach girls life lessons to feel empowered.
- Kids in the Kitchen – teach kids how to cook and bake safely.

The Arts

- National Art Contest- encourages artistic expression through all forms
- Digital Arts - teaches illustration, animation, editing, and producing.
- 3D Printing – learn how to create objects and bring them to life.
- Drama – learn and perform acting techniques
- Local Vocals – a chorus group to practice and perform singing.
- Music Lessons – practice instruments like drums, guitar, piano

Sports, Fitness & Recreation

- Leagues - Floor Hockey, Basketball, Cheerleading, Dance, Volleyball, Dodgeball
- Hoops & Handles – basketball skills n drills at all ages
- Social Recreation and Game room activities - Foosball, Ping Pong, Air Hockey, Board Games, Video Games, etc.
- Esports – competitive online video games
- Triple Play – promotes physical activity and proper nutrition through mind, body, soul

Transportation

Throughout the school year we have busing that provides after school transportation from the following schools to the Club:

Hillview Montessori	Bradford Elementary	Golden Hill Elementary
Pentucket Lake Elementary	Sacred Hearts School	Nettle Middle School
Silver Hill Elementary	Tilton Elementary	Walnut Square Elementary
Consentino Middle School	Hunking Middle School	J.G. Whittier Middle School

Transportation is provided for participating members only.



Late Fee Policy

Late Fee Policy

If you are going to be late picking up your child, please make sure you call the front desk of the Boys & Girls Club at (978) 374-6171 Ext. 100. This assures proper staffing levels will remain in place and will compensate the staff who are mandated to supervise tardy members. ***Frequent late pick up may result in termination of the child's membership.***

- \$1.00 per minute per child
- Payment will be due at time of pick up or your child will be unable to return to the Club until all fees are paid in full.

If your child is not picked up one hour after the Club closes and we have not been contacted, law enforcement will be notified. The Club is open many days the schools are closed. Be sure to check our posting about school holidays, early release days, and non- traditional holidays.

Discipline Policy

- Minor Offenses:** Within one program period or one day
- 1st Offense: Verbal Warning
- 2nd Offense: Write up and Phone Call Home
(depending on how disruptive the behavior is child may need to be picked up early by parent/guardian)
- 3rd Offense: Suspension of club, duration of suspension depends on incident.
- Parents will be notified of all incidents and write-ups.
 - Examples of consequences for offenses
 - Clean-up duty
 - Exclusion from a particular program area
 - Exclusion from field trips or other special activities
 - Essays or other written assignments
 - Out- of-club suspension

Major Offenses:

- All major offenses may constitute an automatic suspension without warning.
- Major offenses include:
 - Fighting
 - Disrespecting staff
 - Inappropriate language (i.e.: cursing, name calling or other offensive language)
 - Stealing
 - Vandalism/ destruction of property
 - Inappropriate touching/ inappropriate sexual behavior
 - Gang activity
 - Bullying
- This is only a guideline. Actual consequences are determined on a case- by- case basis and are at the discretion of the Program Director.
- We ask that all parents support our efforts in teaching children good behavior and social skills.
- The Boys & Girls Club of Greater Haverhill’s administration reserves the right to revoke a child membership due to excessive and/ or severe disciplinary problems.

Boys & Girls Club Policies/Procedures

The Boys & Girls Club of Greater Haverhill maintains comprehensive safety policies & procedures that protect youth.

- Bullying Prevention
- Background Check
- Child Abuse Prevention Policy
- Disability Inclusion
- Drug & Alcohol
- Emergency Operations Plan
- Incident Management
- Restroom Policy
- Sexual Abuse Prevention Policy
- Supervision Policy
- Technology Use Policy
- Transportation Policy
- Video Surveillance Policy

Refer to our website for a full description of each policy in place.

<https://www.haverhillbgc.org/safety>