

2025-2026



GREAT FUTURES START [HERE](#).



**BOYS & GIRLS CLUB
OF GREATER HAVERHILL**



PARENT/ MEMBER HANDBOOK

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Staff Directory

Administrative

Javier Bristol	Executive Director
Cassandra Diaz	Program Director
Gabe Cadeus	Athletic Director
Lilly Ruiz	Membership Coordinator
Melissa Defriesse	Director of Development
Terry Rinaldi	Bookkeeping/Accountant
Zoraida Jordan	Director of Food Services
Brandon Suero	Unit Director
Mackenzie Simonds	Marketing Specialist



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

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Important Dates

Event/ Holiday

Club Hours

September 2nd- First day of the Program
September 24th- HPS Early Release – Club Closing at 5:30PM
October 13th -No School (Club Closed)
October 15th- HPS Early Release – Club Closing at 5:30PM
November 4th Election Day (Club closed)
November 11th Veteran’s Day (Club Closed)
November 26th HPS Early Release – Club Closing at 5:30PM
November 27th- 28th Thanksgiving (Club Closed)
December 23rd-Half day (Club Closing at 5:30pm)
December 24th-January 2nd (No School -Winter Recess)
January 3rd - Club Reopens
January 19th No School (Club Closed)
January 28th - HPS Early Release – Club Closing at 5:30PM
February 16th (Club Closed)
February 17th-20th - Vacation Programming 8:00AM-5:30PM
March 11th HPS Early Release – Club Closing at 5:30PM
April 3rd – (Club Closed)- Good Friday
April 8th HPS Early Release – Club Closing at 5:30PM
April 20th – (Club Closed)
April 21st -24th Vacation Programming 8:00am-5:30pm
May 13th HPS Early Release – Club Closing at 5:30PM
May 25th Memorial Day (Club Closed)
June 10th Last Day of School HPS Early Release – Club Closing at 5:30PM

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. **

[About the Club](#)

[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 in full

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



Programs

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

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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
- CIT Program – Counselor in training and teaches kids leadership skills.

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.
- 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
- Music Lessons – practice instruments like drums, guitar, piano

Sports, Fitness & Recreation

- Leagues - Floor Hockey, Basketball, Cheerleading, Dance, Volleyball, Dodgeball
- 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:

- 1st Offense:
- 2nd Offense:

Within one program period or one day

- Verbal Warning
- Write up and Phone Call Home (can be in or out of program area depending on how disruptive the behavior is or may

3rd Offense: need to be picked up early by parent/guardian)
Suspension of club, duration of suspension depends on incident.

- Parents will be notified of all 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 are:
 - 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

- Bullying Prevention
 - The Boys & Girls Club of Greater Haverhill 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 Boys & Girls Club of Greater Haverhill Code of Conduct.
- Background Check
 - The Boys & Girls Club of Greater Haverhill is committed to selecting and retaining the best staff and volunteers to serve our youth. As part of the initial selection process and on an on-going basis, The Boys & Girls Club will conduct background checks in accordance with the policy.
- Disability Inclusion
 - The Boys & Girls Club of Greater Haverhill welcomes all children and is committed to act in a non-discriminatory manner and to make reasonable accommodations to provide equal opportunity and service to individuals with disabilities and other complex needs.
- Drug & Alcohol
 - The Boys & Girls Club of Greater Haverhill is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization maintains a drug and alcohol-free workplace. The unlawful or improper use of drugs, including marijuana, in the workplace presents a danger to everyone.
- Emergency Operations Plan
 - Boys & Girls Clubs shall create and maintain an Emergency Operations Plan (EOP). At minimum, the plan shall encompass the following elements:
 - Mitigation, preparedness, response, and recovery for the following types of emergencies:
 - Fire
 - Evacuation
 - Severe Weather
 - Lockdown (for interior or exterior threat)
 - Power Outage
 - Training/drill schedule and reporting procedures for staff, volunteers, and members
- Incident Management
 - The Boys & Girls Club of Greater Haverhill is committed to providing a safe and respectful

environment for our members, staff, visitors, and volunteers.

- All incidents or accidents are documented, using the Incident/Accident Form, and communicated to Club leadership immediately, or as soon as possible. Many of these incidents will have their own individual policy to follow regarding the handling of the incident, this policy is focused on documenting the incident.
- One on One Contact
 - The Boys & Girls Club of Greater Haverhill is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization prohibits all one-on-one interactions between youth and staff and volunteers, including board members.
- Restroom Policy
 - An adult restroom is in the lobby of the Club and has been designated as a “Staff and Adult Visitors ONLY” bathroom.
 - Restrooms shall be regularly monitored by designated staff at a schedule set by Club leadership. Monitoring includes walk-throughs, inspections, and/or other instructions set by Club leadership.
- Sexual Abuse Prevention Policy
 - The Boys & Girls Club of Greater Haverhill is committed to providing a safe and respectful environment for our members and will not tolerate any sexual abuse or sexual misconduct toward or by any member.
- Supervision Policy
 - The Boys & Girls Club of Greater Haverhill is committed to providing a safe environment. As such, all Club activities shall always be under continuous supervision by an appropriate adult.
 - Staff shall not use electronic devices such as cell phones or other communication devices while supervising members unless it is part of approved programming.
- Technology Use Policy
 - The Boys & Girls Club of Greater Haverhill is committed to providing safe use of technology and

online safety for members, staff, and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

- Before a member is allowed to use Club technology or equipment or their personal device, both the member and his/her parent/guardian will need to read and sign the Technology Acceptable Use Policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply.
- Transportation Policy
 - Boys & Girls Club of Greater Haverhill only provides transportation to and from the Clubhouse and various approved off-site locations. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership.
- Video Surveillance Policy
 - The Boys & Girls Club of Greater Haverhill recognizes that maintaining safety and security of Club members, staff, volunteers, and Club property is best implemented with a multifaceted approach. Modern technology, including video surveillance, can provide tools to maintain safety and security. While video surveillance does not replace appropriate supervision by Club personnel, it can provide an additional layer of protection.
 - Video surveillance, with or without audio recording capabilities, may be utilized in and around the Club facility, on Club property, and on Club transportation vehicles. Video Surveillance shall be in accordance with all applicable laws pertaining to such use.
- To read the policies in full visit <https://www.haverhillbgc.org/safety>