

2023-2024



GREAT FUTURES START [HERE](#).



**BOYS & GIRLS CLUB
OF GREATER HAVERHILL**



PARENT/ MEMBER HANDBOOK

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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

Staff Directory

Administrative

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



[Important Dates](#)

<u>Event/ Holiday</u>	<u>Club Hours</u>
September 5 th First day of the Program	
September 27 th HPS Early Release – Club Closing at 5:30PM	
October 9 th Columbus Day (Club Closed)	
October 25 th HPS Early Release – Club Closing at 5:30PM	
November 7 th Election Day (Club closed)	
November 10 th Veteran’s Day (Club Closed)	
November 22 nd HPS Early Release – Club Closing at 5:30PM	
November 23 rd - 24 th Thanksgiving (Club Closed)	
November 29 th HPS Early Release – Club Closing at 5:30PM	
December 13 th HPS Early Release – Club Closing at 5:30PM	
December 22 nd HPS Early Release – Club Closing at 5:30PM	
December 25 th -January 1st Club Closed Happy Holidays!	
January 2 nd Club Reopens	
January 15 th Martin Luther King (Club Closed)	
January 24 th HPS Early Release – Club Closing at 5:30PM	
February 8 th HPS Early Release – Club Closing at 5:30PM	
February 19 th Presidents Day (Club Closed)	
February 20 th -23 rd Vacation Programming 8:00AM-5:30PM	
February 28 th HPS Early Release – Club Closing at 5:30PM	
March 20 th HPS Early Release – Club Closing at 5:30PM	
March 29 th Good Friday (Club Closed)	
April 15 th Patriots Day (Club Closed)	
April 16 th -19 th Vacation Programming 8:00am-5:30pm	
April 24 th HPS Early Release – Club Closing at 5:30PM	
May 22 nd HPS Early Release – Club Closing at 5:30PM	
May 27 th Memorial Day (Club Closed)	
June 10 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: 2:30pm-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 complete and sign a membership application. Forms are available at the Club and the Club's website www.haverhillbgc.org. Memberships must be renewed each season in September. 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 short, too tight, or too revealing in any way, or clothing with questionable or distasteful advertising, will be asked to change and/or leave the Club immediately. Inappropriate clothing includes and is not limited to bare midriffs, short shorts, spaghetti strap shirts, offensive logos or language on clothing and sagging pants.

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.

Education & Career Development

- Power Hour - homework help and academic skills building activities.
- Career Launch - exploring careers and job preparation.
- Number Ninjas – engaging math activities
- Khan Academy – an online platform to practice math at your own speed.
- Reader’s – a fun environment to read aloud and practice literacy skills.
- STEAM – Science, Technology, Engineering, Arts, Math
- 3D Printing – practice how to create objects!

Character & Leadership Development

- Youth of the Month & Year - recognizing and promoting outstanding youth
- Keystone Club - high school service and leadership activities
- Torch Club - middle school service and leadership activities

Health & Life Skills

- Triple Play - healthy living and active learning focuses on mind, body and soul
- Positive Action- A systematic program that builds intrinsic motivation and encourages kindness and cooperation, among youth and adults. Develops and reinforces positive actions in the physical, intellectual, social, and emotional areas in a fun and easy way improving: Social-Emotional Learning, Academics & Behavior, Substance Abuse, Mental & Physical Health and College and Career Readiness.
- Money Matters - teaches and promotes financial literacy.

The Arts

- National Art Contest - encourages members to learn and practice their art skills by submitting their work along with other Boys & Girls Clubs in the country.
- Annual Art Show - encourages artistic expression through drawing, painting, printmaking, collage, mixed media, and sculpture to share with family and friends.
- Digital Arts – learn how to illustrate, animate, edit, and produce.
- Local Vocals – a chorus group to practice singing with others.
- Music Lessons – practice instruments and learn how to listen to the music.

Sports, Fitness & Recreation

- Sports leagues - Floor Hockey, Basketball, Field Hockey, Cheerleading, Dance, Volleyball
- Daily gym activities
- Social Recreation and Game room activities - Ping Pong, Air Hockey, Board Games, Video Games, Bumper Pool
- Field trips - recreational and educational trips throughout the region
AAU Basketball- Travel basketball team

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
1 st Offense:	Verbal Warning
2 nd Offense:	Write up and Phone Call Home (can be in or out of program area depending on how disruptive the behavior is or may need to be picked up early by parent/guardian)
3 rd Offense:	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
 - In- club suspension
 - 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.