



**BOYS & GIRLS CLUB**  
of Clifton

**Great Futures Start Here.  
After School Program  
2024 – 2025**



**Parent Information  
Handbook**

Web Address: [www.bgcclifton.org](http://www.bgcclifton.org)

**Download our Remind App for parent updates & notifications**

**Club Main Phone Number (973) 773-2697 ext. 127 fax: (973) 773-3103**

The Boys & Girls Club of Clifton would like to welcome you to our State Licensed School's Out Extensions/After School Child Care Program. The Parent Handbook contains important information about our school age childcare program. In order to provide a fun and safe program we request your support and cooperation. We are looking forward to a successful year with you and your child.

**MISSION STATEMENT** - To inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.

**PHILOSOPHY** - The Boys & Girls Club of Clifton believes our children are our most valued resource and are an integral part of the community and our future. The Club serves as a safe haven for children to come before and after school where they build long lasting relationships with staff, meet friends, play games, read, study, develop their creative minds and relax.

**PURPOSE** - The purpose of the Boys & Girls Club is to provide opportunities for social, educational, recreational, vocational and character development of youth. The Club environment is more structured than traditional custodial care facilities, but without the formality of the academic environment. In sum, we endeavor to:

- Facilitate creativity through play
- Help children grow as individuals and enhance self-image
- Facilitate group dynamics, interpersonal relationships and communication skills
- Help children continue to develop self-discipline
- Have **FUN**

**AFTER SCHOOL PROGRAM** - The Boys & Girls Club of Clifton has accepted the challenge of our community and the Board of Education to provide after school child care at the Club facility (181 Colfax Ave) for the following Clifton Public Schools: #2, #3, #4, #5, #13 and #16, Catholic Schools, WWMS and CCMS for members in grades 1<sup>st</sup> – 8<sup>th</sup>. Transportation will be provided from your child's school to the Club facility. All children will be transported by our 24-passenger bus and CDL licensed drivers. The school pick up schedule varies with each route and children must **REMAIN** at the appointed locations at the school (inside school offices, with the crossing guards, or with an assigned teacher, etc..) until the Boys & Girls Club of Clifton busses arrive.

**SCHOOL'S OUT PROGRAM** – The Boys & Girls Club of Clifton has accepted the challenge of our community and the Board of Education to provide after school child care at the following Clifton Public Schools: #1, #2, #3, #5, #8, #9, #11, #12 (grades 4<sup>th</sup> & 5<sup>th</sup> only), #13, #14, #15 and #17 (K-3<sup>rd</sup>). Kindergarten students can now be enrolled in the aftercare program who are 5 years old and registered for school. The Club will operate the program in the schools utilizing the all-purpose room, gym and playground in the schools. The program operates Monday – Friday, from 3:20 pm – 6:00 pm, with the exception of school #12 and #17 that operates from 2:45pm – 6:00pm.

**SCHOOL'S OUT EXTENSIONS SITE LOCATIONS**

**(phones are active only during aftercare hours 3:00pm – 6:00pm)**

#1	158 Park Slope	Clifton, NJ	07011	973-470-2372
#2	1270 Van Houten Ave	Clifton, NJ	07013	973-470-5671
#3	365 Washington Ave	Clifton, NJ	07011	973-405-5249
#5	136 Valley Road	Clifton, NJ	07013	973-405-5700
#8	41 Oak Street	Clifton, NJ	07014	973-303-8201
#9	25 Brighton Road	Clifton, NJ	07012	973-464-6357
#11	147 Marsellis Ave	Clifton, NJ	07011	973-470-2399
#12	165 Clifton Ave	Clifton, NJ	07011	973-470-2405
#13	782 Van Houten Ave	Clifton, NJ	07013	973-405-5247
#14	99 St. Andrews Blvd	Clifton, NJ	07012	973-470-2411
#15	700 Gregory Ave	Clifton, NJ	07011	973-470-2418
#17	361 Lexington Ave	Clifton, NJ	07011	973-632-2525

**BEFORE CARE LOCATIONS (PROGRAM AT SCHOOL starts at 7:05am)**

#2	1270 Van Houten Ave	Clifton, NJ	07013	973-470-5671
#5	136 Valley Road	Clifton, NJ	07013	973-405-5700
#8	41 Oak Street	Clifton, NJ	07014	973-303-8201
#9	25 Brighton Road	Clifton, NJ	07012	973-464-6357
#11	147 Marsellis Ave	Clifton, NJ	07011	973-470-2399
#13	782 Van Houten Ave	Clifton, NJ	07013	973-405-5247
#17	361 Lexington Ave	Clifton, NJ	07011	973-632-2525

Breakfast is served and included as part of the in school program for students who qualify for the free breakfast ONLY. Students who qualify for the reduced breakfast may pay out-of-pocket as the service is used. If a student does not qualify for the free or reduced breakfast may purchase breakfast, or bring breakfast from home.

**This is subject to change.**

**BEFORE CARE LOCATIONS (located at the Main Club Facility starts at 7:00am)**

#1	158 Park Slope	Clifton, NJ	07011	973-773-2697 ext 127
#3	365 Washington Ave	Clifton, NJ	07011	973-773-2697 ext 127
#4	194 W. 2 <sup>nd</sup> St	Clifton, NJ	07011	973-773-2697 ext 127
#14	99 St. Andrews Blvd	Clifton, NJ	07012	973-773-2697 ext 127
#15	700 Gregory Ave	Clifton, NJ	07011	973-773-2697 ext 127
#16	755 Grove St	Clifton, NJ	07013	973-773-2697 ext 127

Breakfast (cereal, milk and juice) and transportation provided to the above schools.

**ADMINISTRATION** - The After School Program is provided by the Boys & Girls Club of Clifton, Inc. The Club will hold parent meetings via zoom to discuss parent concerns, occurring issues and suggestions to improve our program. The program is under the guidance and direction of professional staff. If you are requesting to remove your child from the program, such requests must be in writing and faxed to the main facility at (973) 773 – 3103 or email to [vp@bgcclifton.org](mailto:vp@bgcclifton.org).

**PARENT COMMENTS/CONCERNS** – We welcome any comments/concerns you may have. Please feel free to discuss any concerns with the Program Director and/or the Chief Operating Officer. You may email us at [vp@bgcclifton.org](mailto:vp@bgcclifton.org)

**SIGN-OUT POLICY** –Parents must sign their child out daily and indicate the time of sign out. Children are not permitted to wait outside.

**If you are unable to pick your child up on any given day, you must notify the Front Desk Assistant and provide your aftercare site with a written note indicating the individual who will pick up your child.** Such individuals must provide photo identification.

**EARLY DISMISSAL** - When there is a ½ day in the Clifton Public Schools, our After-School Program will operate from 12:45 – 6:00pm. Pizza will be served on ½ days at no additional cost. **If your child is in the Minds in Motion program, there will be no aftercare on half days of school. The MIM program will be closed for the day.**

**SCHOOL CLOSING** - When there is an **EMERGENCY** school closing or early dismissal due to inclement weather or any other emergency, the After-School Program will be **CANCELED** for the day. The Club will follow the Clifton Public school calendar. We encourage all parents to download the Remind App for updates.

**SCHEDULED SCHOOL CLOSINGS** – The Club facility on COLFAX AVENUE will operate from 8:30am – 6:00pm in the event that school is closed for a **NON-EMERGENCY** such as winter/spring recess or teachers' convention etc...

**HYGIENE** - we understand that children have accidents and we encourage you to provide an extra set of clothing that is easy for your child to change into for themselves. Our staff are not permitted to assist in changing clothes.

### **FEES & PAYMENTS**

- Yearly membership \$40.00 for the 1st child and \$30.00 for each additional child in the same household
- Before and After School Child Care **PAYMENTS** are due by the 1<sup>st</sup> of every **MONTH** – **there will be a fee of \$25.00 assessed for each returned check.** Payments received after the 10<sup>th</sup> of each month will be assessed a \$10.00 late fee. If the 10th lands on the weekend, the Club is open to accept payment.
- If you have a child in the middle school program – no discount offered any additional children in the Middle School Program

**LATE PICK UP** – The aftercare program ends at 6:00pm for all sites. If you are going to be late picking up your child please notify the Club. There will be late pick-up charge of \$5.00 for up to every 15 minutes late payable upon pick up in order for members to return to aftercare. If your child is picked up late 3 times during the school year your child will be suspended from the program. If, after reentry to the program, your child is picked up late a 4<sup>th</sup> time they will be removed from program. Parent will be provided with a late notice copy and a copy will be kept on file at the Club. Please be aware that if your child is not picked up by 6:15 pm we will have to turn custody of your child over to the Clifton Police Department and notify the Department of Human Services of child abandonment.

**SECURITY** – All children’s records must be completed before a child is accepted into the program and will be kept confidential. Children’s records will include the application, parental and medical release forms, health records and emergency number if the parents/guardians cannot be reached or do not pick-up the child on time.

**SICKNESS/ABSENTEEISM** – We request that you do not send your child to the program if they are sick. If a child becomes ill at the program, parents will be notified to pick the child up. Under no circumstance will the Club staff administer medication to a child. If **your child is going to be absent, we request that you notify the Club** at 973-773-2697. Please specify what a program your child attends.

**SNACK & JUICE** – included at both the Club and School’s Out Site. If your child is participating at the Club location they may also purchase snacks from the vending machines or Kids Cafe. Snack will vary daily to include chips, crackers, fruit snack etc. **If your child is allergic to any food product, please inform us and plan to pack a snack from home.**

# Boys & Girls Club of Clifton

## Letter of removal from program

Remove from the program: Before Care or Aftercare

Remove from program effective: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

I am requesting to remove my child/children from the program effective the dated indicated.

I understand that I am responsible for any unpaid tuition and if I need to return to the program, I will be placed on a waiting list to re-enter the program if space is not available.

Parent Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**DISCIPLINARY ACTION** – The Boys & Girls Club of Clifton will use “TIME OUT” and withdrawal of privileges as a disciplinary technique. In the event we are experiencing disciplinary or behavioral difficulties with your child, we will follow the **CLUB DISCIPLINARY POLICIES**. Although it is expected that children will sometimes express themselves in a socially unacceptable way, intentional injury of other persons or destruction of property will not be tolerated. If this occurs parents will be contacted immediately and a suspension may be warranted.

**AUTHORIZATION TO PICK UP CHILDREN** – We require that you notify the Club in writing if someone other than the parent/guardian will be picking up your child. Please advise such person to present identification upon entering the program/building.

**CHILD ABUSE AND NEGLECT** – New Jersey State Law requires that any instance of child abuse or neglect suspected by a child care worker must be reported to the division of youth and family services. Both the After School and School’s Out/Extensions Program will follow this directive.

**HOMEWORK TIME** – The Club will provide at least 45 minutes of homework time daily. Unfortunately, staff cannot sit with each child nor check each child’s homework. The Club will do the best we can to assure that your child’s homework process is started, but it is the responsibility of the parent to sit with their child and go over their assignments. Please know that the Club does acknowledge that homework is very important, however, the Club’s purpose is to also provide opportunities for social, recreational and character development of our youth.

**SOCIAL MEDIA POLICY** – For the safety of all children in the program, it is Club policy that non-employees are prohibited to take photos of any member other than their own. Photos taken by Club employees will be used to promote club activities using the BGC social media sites. The Club will utilize the REMIND APP AND THE CLUB APP to communicate with parents.

**EMERGENCY EVACUATION** – Parent signature is required for emergency evacuation. In the event that the Club has to evacuate the building and relocate to our designated location, parents will be notified.

**STATEMENT OF GOOD HEALTH** – I understand that my child is in good health and has **NO RESTRICITONS** placed upon him/her while participating in the After School/School’s Out Program activities.

**ELECTRONICS POLICY** - electronic games, cell phone, iPods, smartwatches, MP3’s etc., are not permitted in the Before – or After school programs. If lost, stolen or damaged the Club will not be responsible. PLEASE KEEP ALL ELECTRONICS AT HOME. If a child has an electronic device when they arrive at the program they will be asked to place the device in their backpack for the duration of the program.

**NUT FREE ENVIRONMENT** – we request when packing a lunch or snack from home that you refrain from sending any foods that may contain nuts, as we are a nut free environment. We have many children who suffer from SEVERE ALLERGIC REACTION TO NUTS.

**EXPULSION POLICY** – Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center: This is not our all-inclusive list. The Club reserves the right to expel children from our program that may jeopardize the safety of themselves or others.

**IMMEDIATE CAUSES FOR EXPULSION:**

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children

**PARENTAL ACTIONS FOR CHILD'S EXPULSION:**

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other (explain)

**CHILD'S ACTIONS FOR EXPULSION:**

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/ angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting

**SCHEDULE OF EXPULSION:**

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/ guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

**A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:**

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

**PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:**

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriateness of activities, supervision.
- Always use positive methods and language while disciplining children.
- Praise appropriate behaviors.
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give the child time to regain control.
- Document the child's disruptive behavior and maintain confidentiality.

- Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
- Give the parent literature of other resources regarding methods of improving behavior.
- Recommend an evaluation by professional consultation on premises.
- Recommend an evaluation by local school district study team.

## **POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES**

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

- Severe pain or discomfort, Acute diarrhea, Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit, Lethargy
- Severe coughing, Yellow eyes or jaundiced skin, Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

## **EXCLUDABLE COMMUNICABLE DISEASES**

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others.

Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

## **COMMUNICABLE DISEASE REPORTING GUIDELINES**

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at: [http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf).



## **OFFICE OF LICENSING INFORMATION TO PARENTS**

Under provisions of the **Manual of Requirements for Child Care Centers** (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing in the Department of Human Services (DHS). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing in the Department of Human Services. A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the **Manual of Requirements for Child Care Centers** (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the **Manual of Requirements for Child Care Centers** and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of Manual of Requirements by sending a check or money order for \$5.00 made payable to the "Treasurer, State of New Jersey", and mailing it to: State of New Jersey, Department of Human Services, Licensing Publication Fees, PO Box 34399, Newark, New Jersey 07189-4399.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the **Manual of Requirements for Child Care Centers**. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Office of Licensing by calling toll-free 1-877-667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DHS inspections/investigations. DHS staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to comply with the New Jersey Law against Discrimination (LAD), P.L. 1945, c. 169(N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act, P.L. 101-336 (42 U.S. C 12101 et seq.) Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 541-0301 (voice) or (800) 541-0383 (TTY).

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State's DHS Child Abuse/Neglect Hotline: Toll Free at: 1-877-NJABUSE (1-877-652-2873). Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, PO Box 717, Trenton, New Jersey 08625-07017.