



BOYS & GIRLS CLUB
OF MILFORD

2009-2010
Parent Handbook
&
Activities Calendar

14 Benham Avenue
P.O. Box 2294
Milford, CT 06460
203.500.6301 Clubhouse
203.877.1572
203.924.7912 Fax
www.BGC-LNV.com

The **Positive** Place For Kids



BOYS & GIRLS CLUB
OF MILFORD

14 Benham Avenue
P.O. Box 2294
Milford, CT 06460
(203) 500-6301
(203) 877-1572



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BOYS & GIRLS CLUB
 OF THE LOWER NAUGATUCK VALLEY

Volunteer Form

Name _____
 Address _____
 City, State, Zip _____
 Home Phone _____
 Work Place/School _____
 Work Phone _____
 Cell Phone _____

I would like to volunteer at

- Boys & Girls Club of the Lower Naugatuck Valley, Shelton Clubhouse
- Boys & Girls Club of the Lower Naugatuck Valley, Joel E. Smilow Unit, Ansonia
- Boys & Girls Club of Milford

Areas of Interest

- Parent Club
- Volunteer Program
- Program Volunteer
 - Education Center, Homework, Computer
 - Games Room Assistant
 - Cultural Specialist
 - Sports Leagues and Teams

I give permission to the Boys & Girls Club of the Lower Naugatuck Valley to do a background check on me.

Birth Date _____
 Social Security # _____
 Signature _____
 Date _____

Detach Here

VOLUNTEERS

PARENT VOLUNTEER ASSOCIATION

The Parent Volunteer Association is comprised of parents/guardians who wish to contribute more to the Club. It is also involved in the planning and coordination of holiday events and fundraisers.

VOLUNTEER PROGRAM

This program is designed to:

- involve parents in the lives of their children
- show our kids that their parents care
- bring a sense of family to the Club and our community
- augment the number of volunteers working with our kids

Services that could involve parents in order to support our families include:

- Fundraisers and special events to encourage family interaction and participation
- Field days and trips that involve our kids and their families
- Sports programs

PROGRAM VOLUNTEERS

The Boys & Girls Club of the Lower Naugatuck Valley has an enrollment of 3,000 members. By all indications, more than 500 new boys and girls will be attracted to our Clubhouse this year. How can we serve so many members in the course of the year? VOLUNTEERS ARE THE ANSWER! The volunteer positions we are expecting to fill are as follows.

- **Education Center, Homework & Computer** (3:00 to 6:00 pm). Assisting with daily homework and helping youngsters develop sound and effective study habits.
- **Games Room Assistants** (3:00 to 6:00 pm). Assisting with the supervision of parlor games areas, tournaments, and other related special events, Monday through Friday. Games include ping pong, pool, bumper pool, chess, checkers, and air hockey.
- **Cultural Specialists** (3:00 to 6:00 pm). Arts & Crafts, Drawing, Ceramics, Cooking, Photography, Painting. Assisting with projects that draw upon the creative use of raw materials. Monday through Friday.

CLUB MISSION & HISTORY

The Boys & Girls Club of the Lower Naugatuck Valley will service as its primary constituency youths living in that area between the ages of 6 to 13, with the secondary effort directed at youth between the ages of 14 to 18. These members will be served through a series of well defined program areas whose objectives will encompass recreation, social development, educational growth, and cultural enrichment to assist them in reaching their potential as members of their families and citizens of the community.

The Club is a non-profit (501c3), private organization for dues-paying members. Memberships are required to use the Club facilities.

Through a series of core program areas (character and leadership development; education and career development; health and life skills; the arts; and sports, fitness, and recreation) the Club strives to create among its members positive self identity, health and well being, positive values, a commitment to learning, social competency, and community and civic involvement.

CLUB HISTORY

- Established in 1926 as the Community Building Association
- Incorporated as a Boys Club in 1956
- Merged with the Community Center in 1969
- Became a full-time Boys & Girls Club in 1980
- Changed name to reflect service increase to entire Valley in 1993
- Opened new Shelton Clubhouse in June 1999
- Opened new Ansonia Clubhouse in June 2009

FULL-TIME STAFF

Jack Ribas, Executive Director
Michael Cotela, Director of Operations
James Queen, Unit Director, Ansonia
Shaye Roscoe, Unit Director, Milford
Jill DeWerd, Program Director
Michael Cotela, Jr., Program Director
Earl Stanley, Sports & Physical Program Director
Matt Liacos, Technology & Satellite Program Director
Sue Mauriello, Chief Financial Officer
Fran Donnarummo, Custodian
Ann Marie Wheeler, Office Manager



A United Way Agency



MEMBERSHIP INFORMATION

Membership in the Boys & Girls Club of Milford is open to children, regardless of race, color, religion, or national origin, between the ages of 8 and 18 years. The membership fee covers participation in the Club's core programs—after-school homework help; computers; and social, cultural, sports, and recreational activities. Other special fees apply to sports leagues, summer camp, and special events and programs. There is no reimbursement for membership dues. **The Club year runs from September 1st through the last day of school in June.**

SEPTEMBER-JUNE HOURS

- Monday-Friday, 2:00 to 8:00 pm
- 8-18 years old
- \$25 per year (excludes vacations)
- 2-8 pm
- Monday - Friday
- School Vacation Week Fee: \$20 per week

JUNE-AUGUST SUMMER CAMP

Offered through the Milford Chamber of Commerce

PROGRAM INFORMATION

WEEKLY PROGRAMS

Torch Club. A group club leadership development program, targeted to youth ages 11 to 13. Members elect officers and implement their own activities and community service projects. Our Torch Club holds an official charter from Boys & Girls Clubs of America.

Keystone Club. Small group leadership development club for young people ages 14 to 18. Keystoners elect officials, choose their own activities, and plan and implement community service projects. Our Club holds a national charter, which entitles the members to participate in regional and national Keystone conferences.

SMART Moves. The SMART Moves (Skill Mastery and Resistance Training) prevention/education program addresses problems such as drug and alcohol use. The program uses a team approach involving Club staff, peer leaders, parents, and community representatives. More than simply emphasizing a "Say No" message, the program teaches young people ages 6 to 15 how to say no by involving them in discussion and role-playing, practicing resistance and refusal skills, developing assertiveness, strengthening decision-making skills, and analyzing media and peer influence.

Technology. The Tech Team takes videos and pictures of Club events and activities and uses them to create photo collages and movies promoting the Club. The Tech Team also generates materials to be used on the Boys & Girls Club's website and in its monthly newsletters. Digital Arts Suite teaches members ages 6 to 18 how to create computer-generated art. In each of five programs (Web Tech, Design Tech, Photo Tech, Music Tech, and Movie Tech), members advance through three levels of lessons online and participate in instructor-led group activities.



SUPPORT YOUR CLUB

In giving to the Boys & Girls Club, you help us continue our mission of enabling all young people, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens. Whether you are a long-time supporter or are giving for the first time, thank you for your commitment to the youth of our community.

Donor Information

Name _____ Phone _____
 Organization _____ Phone _____
 Address _____ Phone _____
 City, State, Zip _____ E-mail _____

Your Donation

Would you like to make this a monthly gift? (You may cancel or change this at any time by contacting us.)

Yes No

Choose a Payment Method Check/Money Order
 Credit Card Debit Card
 VISA MasterCard DISCOVER

Name as it appears on card _____
 Card Number _____ SIC Code _____ Expiration Date _____
 Signature _____ Date _____ Total Amount _____

Donation Amount \$25 \$50 \$100 \$250 \$ _____ other

Please Apply My Donation to the Following Boys & Girls Club
 Boys & Girls Club of the Lower Naugatuck Valley, Shelton Clubhouse
 Boys & Girls Club of the Lower Naugatuck Valley Joel E. Smilow Unit, Ansonia
 Boys & Girls Club of Milford

You can also make a donation *in honor of* or *in memory of* someone special.
 This donation is in honor of _____
 This donation is in memory of _____ for _____

Cardholder Information

Name _____ Phone _____
 Organization _____ Phone _____
 Address _____ Phone _____
 City, State, Zip _____ E-mail _____

Detach Here



BACK-A-KID

Success can be a double-edged sword. Each day, more and more children reach out for our services. In fact our numbers have nearly doubled in the last five years. Yet each year the fixed cost of offering quality programs to these children escalates. Increased staffing, more equipment and supplies, more sophisticated record keeping, and the expense of maintaining a 30,000-square-foot facility have put tremendous strains on our resources. We appeal to you to help offset these cost increases, for only with your help will we be able to serve the children of our community for a reasonable fee.

OUR CHALLENGE

The cost of one child participating in our program for an entire year is more than \$1,000, yet we only charge \$25 for a season. Thanks to the United Way, foundations, grants, fundraisers, and community support, we can make up some of the difference. But as the number of children served continues to grow, that goal becomes more difficult to attain. That's why we're asking you to help us "Back a Kid."

YOUR OPPORTUNITY

- \$250 pays for 2 weeks of summer camp
- \$800 sponsors 1 child for an entire year
- \$1000 sponsors 1 activity (i.e., ceramics)
- \$2500 sponsors an entire core area program (Educational Department)

TO MAKE YOUR CONTRIBUTION

- Mail your tax-deductible contribution to Boys & Girls Club, P.O. Box 209, Shelton, CT 06484. We will promptly send you a receipt.
- Call us at 203-924-7462
- E-mail us at BGCALNV@hotmail.com
- Visit our website at www.BGC-LNV.com



PROGRAM INFORMATION

DAILY PROGRAMS

Games Room. Pool, ping pong, foosball, air hockey, bumper pool.

Computer Room. Open daily. Internet accessible but monitored.

Gym Activities. Includes Athlete of the Year, Sports Skills, group games.

AFTER-SCHOOL PROGRAMS

Registration begins August 31, 2009 from 12-6 pm, September 1 from 12-6 pm, and September 2 from 2-8 pm, and continues throughout the year. Includes daily and weekly programs.

8-18 year olds can take advantage of group activities, sports, recreation, home-work assistance, educational programs, games room, computers, the arts, special events, and crafts from 2:00 to 8:00 pm Monday through Friday.

SUMMER CAMP

Please contact the Milford Chamber of Commerce at 203-878-0681.

SPECIAL EVENTS

October 30	Halloween Party
December 22	Christmas Party
February 15-19	School Vacation Week (\$20 weekly fee)
April 12-16	School Vacation Week (\$20 weekly fee)
To Be Announced	Awards Dinner
To Be Announced	Summer Camp Begins!

SPORTS

Athlete of the Year. Weekly sports program to let children test their skills against others in their age group.

Gym Games. Includes open play, tournaments, and more: basketball, dodge ball, capture the flag, relay races, spot shot, obstacle course.

August-September						October						November					
M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S
31	1	2	3	4	5				1	2	3	2	3	4	5	6	7
7	8	9	10	11	12	5	6	7	8	9	10	9	10	11	12	13	14
14	15	16	17	18	19	12	13	14	15	16	17	16	17	18	19	20	21
21	22	23	24	25	26	19	20	21	22	23	24	23	24	25	26	27	28
28	29	30				26	27	28	29	30	31	30					

December						January						February					
	1	2	3	4	5				1	2	1	2	3	4	5	6	
7	8	9	10	11	12	4	5	6	7	8	9	8	9	10	11	12	13
14	15	16	17	18	19	11	12	13	14	15	16	15	16	17	18	19	20
21	22	23	24	25	26	18	19	20	21	22	23	22	23	24	25	26	27
28	29	30	31			25	26	27	28	29	30						

March						April						May					
1	2	3	4	5	6				1	2	3	3	4	5	6	7	8
8	9	10	11	12	13	5	6	7	8	9	10	10	11	12	13	14	15
15	16	17	18	19	20	12	13	14	15	16	17	17	18	19	20	21	22
22	23	24	25	26	27	19	20	21	22	23	24	24	25	26	27	28	29
29	30	31				26	27	28	29	30	31						

June					
	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30			

Club Open ○ Early Dismissal
 Club Closed ◇ Hours Changed, Check

SNOW DAYS. The Club may open by 10 am if there is no school due to a snow storm, depending on the severity of the weather.

EARLY DISMISSAL POLICY

When your child's school closes early because of bad weather, call the Club to confirm that we are open.

TOILET TRAINING

It is the policy of the Boys & Girls Club not to accept children into membership that have not been toilet trained. It is the same policy that governs acceptance into the public schools, which is designed not only to prevent "accidents and distractions" during the course of the school day, but to ensure the well being, health, and self-esteem of the child. However, from time to time, accidents may happen. In the event of an accident, you can expect these procedures to be followed:

- Club staff will clean your child as well as possible and will provide dry, clean shorts and/or shirt for your child to wear while waiting for the parent to arrive.
- You will be notified immediately. A staff member will call either the home/business number provided on the membership application or the emergency number.
- You will be expected to respond as quickly as possible.
- You will be expected to bring clean, dry clothing for your child.
- Your child will not be allowed to participate in activities until you arrive and the situation is resolved.
- Huggies, Pampers, or any other type of diaper will not be accepted as an exception to toilet training.

Any child who has more than two toilet accidents during a program season will be considered not to be toilet trained and will not be allowed to participate in Club activities for the remainder of that program season. A pro-rated reimbursement for membership or program fees will be issued, as determined by the Club.

FIELD TRIPS

All field trips require a signed permission slip by the member's parent or guardian. Only members in good standing will be allowed to attend trips.

ILLNESS & EMERGENCY PROCEDURES

It is important that everyone cooperate fully with illness and emergency procedures; they are intended to protect the well-being of all members. Any change in **EMERGENCY INFORMATION data MUST** be communicated to the Club at once. This is the **ONLY** way this information can be updated in your child's file.

If a member becomes ill, staff will contact the parent/guardian. **It is expected that the member be picked up within 60 minutes after the call.** In case of accident, the parent/guardian will be contacted right away to determine the status of medical attention required and the best manner to provide adequate and proper aid. Emergency situations will be taken to the hospital immediately.

Proper hygiene is required for all Club members. Children should be clean, have clean clothes, and proper hair treatment. In the case of lice, all nits must be removed and the child must have a doctor's or school nurse's written permission to return to the Club. Pink eye, coughing, and other medical problems must be treated before a child attends the Club. If a child misses school because of a medical problem, do not send them to the Club. Parents must pick children up immediately if a hygiene problem exists.

MEDICINE

Prescription and non-prescription medicine will not be administered by any Club staff except in the case of an emergency.

DAY OFF AND HALF-DAY SCHEDULE

Schedule subject to change

August 31	Club open 12-6 pm for Registration
September 1	Club open 12-6 pm for Registration
September 2	First Day of School, Registration 2-8 pm
September 7	Labor Day, Club Closed
September 28	Yom Kippur, Club open 12-8
October 7	Early Dismissal, Club open 12-8
October 12	Columbus Day, Club open 10 am - 6 pm
October 14	Early Dismissal, Club open 12-8
October 20	High School 1/2 day, Club open 12-8
October 22	High School 1/2 day, Club open 12-8
November 3	Professional Development Day, Club open 10 am - 6 pm
November 4	Early Dismissal, Club open 12-8
November 17	Elementary & Middle 1/2 day, Club open 12-8
November 18	Elementary & Middle 1/2 day, Club open 12-8
November 19	Elementary & Middle 1/2 day, Club open 12-8
November 25	Club open 12-6
November 26-29	Thanksgiving, Club Closed
December 2	Club open 12-8
December 9	Club open 12-8
December 23	Club open 12-6
December 24	Club open 9 am - 1 pm
Dec 25-Jan 3	Christmas Break, Club Closed
January 18	Martin Luther King Jr. Day, Club open 10 am - 6 pm
February 15-19	School Vacation, Open 10 am - 6 pm. Sign up and fee.
March 10	Early Dismissal, Club open 12-8
March 17	Early Dismissal, Club open 12-8
March 22	High School Early Dismissal, Club open 12-8
March 29	Professional Development Day, Club open 10 am - 6 pm
April 2	Good Friday, Club open 10 am - 6 pm
April 12-16	School Vacation, Open 10 am - 6 pm. Sign up and fee.
April 21	Early Dismissal, Club open 12-8
May 5	Early Dismissal, Club open 12-8
May 12	Early Dismissal, Club open 12-8
May 31	Memorial Day, Club Closed
June 17	Early Dismissal, Club open 12-8
June 18	Early Dismissal, Club open 12-8
June 21	Early Dismissal, Club open 12-8
June 28	Summer Camp Begins

CLUB RULES & POLICIES

ABOUT ENTERING AND LEAVING THE CLUB

- You **must** know your membership number
- You **must** show your membership card every day
- You **must check in** with the Front Desk attendant
- If you walk home, you **must** leave the property when you leave the building
- If you are picked up, parent/guardian **must** come in to pick you up
- If you leave without permission, you will be suspended from the Club. The Club is not responsible for children who leave the building.

WHILE IN THE CLUB

- You **must not** leave the Club without permission
- Respect is a **must**...profanity, fighting, and rudeness will not be tolerated
- Running, roughness, and horseplay are not permitted
- You **must** take good care of Club equipment. If you break it, you pay for it.
- No sitting on tables
- Respect the rights of others
- Hats off
- No smoking
- No gambling
- No hanging around Club property
- No gum chewing
- Keep food in the food court
- You must stay with your group

CAUSES FOR IMMEDIATE SUSPENSION

- Fighting (even with your brother or sister)
- Use or possession of alcohol, drugs, or any other illegal substance
- Possession of a weapon or any item which could cause bodily harm
- Defacing or destroying the Club's property
- Disrespect towards a staff member
- Children are responsible for broken items that are not accidents. Children will not be permitted to use the Club until payment is made.

DISCIPLINE PROCESS

- Verbal warning
- Time-out chairs
- Two time-outs in the same day = 1 day suspension
- Club suspension/parent meeting

If your child is suspended from the Club, it is expected that they will be picked up from the Club **immediately**.

CLUB RULES & POLICIES

VISITORS

All visitors must have permission to enter the Club, and acceptable attire and behavior are required to be permitted access to the Club and our activities. Any person not following the rules of the Club will be asked to control their behavior and/or asked to leave the building. If police are called to escort people from the building, that person(s) will not be allowed back into the building.

CLUB MEMBERSHIP CARDS

You should bring your club cards to the Club every day. You need your card to get into the Club and into the programs. Lost cards cost \$1 to replace.

GYM REQUIREMENTS

- Must wear gym clothes and sneakers to participate in gym programs
- All spectators must sit in the bleachers
- Only coaches and players are allowed courtside
- Players must bring their own towels and locks. Lockers are available. Locks must not be left on overnight.
- Showers are available. You must bring soap and towel. Weight Room, must be 14 or in high school or older to use unless there is a weightlifting class.
- Auxiliary Gym, must wear gym clothes, sneakers, and socks.
- No food or drinks other than water allowed in the gym or bleachers.

COMPUTER ROOM

There is a sign-up sheet for the Computer Room. Access to the Internet is available, but you must have staff permission to be on the Internet. Use of the websites MySpace and YouTube is prohibited. Any inappropriate use of the Internet will result in Club discipline.

PERSONAL BELONGINGS

Members are not allowed to bring toys, radios, hand-held video games, cameras or any other personal belongings to the Club. These items attract attention and may be lost or stolen. The Boys & Girls Club is **not responsible** for any personal belongings that are lost or stolen at the Club. Please encourage your child(ren) to follow this request.