



**BOYS & GIRLS CLUBS  
OF BOSTON**

EDGERLEY FAMILY

SOUTH BOSTON CLUB

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82 YEARS

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PARENT HANDBOOK / 2021-22

# On behalf of our terrific Staff and Advisory Board, I welcome you to our Club.

We see families and parents as partners, and we look forward to a fun and growth-oriented year for your children.

We focus on three priority outcomes: Academic & Life Success, Character & Community, and Healthy Development. In addition, we provide a safe haven filled with hope and opportunity, ongoing relationships with caring adults, and life-enhancing programs. Social emotional learning (SEL) and inclusion, diversity and equity are foundational elements of our approach. Health360 reflects our commitment to promoting healthy development at the Club.

Our Club culture is collectively created by staff, members, and parents/guardians. The following [Club Community Values](#) reflect the importance of RESPECT to create a positive, safe Club culture:

## RESPECT – Yourself and Each Other

## RESPECT – Staff and Visitors

## RESPECT – The Club and Property

This handbook provides information about our programs, expectations and opportunities. Please use it as a reference. If you have further questions, please contact the Club by email or phone, or stop by any time to set up an appointment.

We look forward to making the Club experience as enriching as possible for your family!

Sincerely,

Harry Duvall  
Executive Director

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# CLUB SCHEDULES

	Age	Hours	Notes
After-School Program Hours	6–8	Mon. to Fri. 1:30–6 p.m.	We will be open early for half days.
	9–18	Mon. to Fri. 1:30–7:45 p.m.	For ages 9 and older, see our Evening Program schedules each quarter to register for special night activities.
School Vacation & Holiday Hours	6–12	9 a.m.–4 p.m.	See annual calendar for dates.
	13–18	12–6 p.m.	
Summer	6–14	To be determined	
Day Camp	Teen Jobs		
Office Hours		Mon. to Fri. 8 a.m.–5 p.m.	
School Aged Child Care (SACC)	6 – 12	Mon. to Fri. 1:30–6 p.m.	After school
		Mon. to Fri. 8 a.m.–5:30 p.m.	Vacation, Summer, and Holiday Hours

# FIND US

## Edgerley Family South Boston Boys & Girls Club

230 West Sixth Street  
South Boston, MA 02127  
617-268-4301

Edgerley Family South Boston Boys & Girls Club is one of 11 Clubs operated by Boys & Girls Clubs of Boston.

David Ambroz is the Nicholas President and CEO.

### MAIN OFFICE:

200 High Street, 3rd Floor  
Boston, MA 02110  
617-994-4700 | [info@bgcb.org](mailto:info@bgcb.org)  
[bgcb.org](http://bgcb.org)

[bgcb.org/find-your-club/edgerley-family-south-boston-club/](http://bgcb.org/find-your-club/edgerley-family-south-boston-club/)  
[Facebook.com/BoysAndGirlsClubsOfBoston](https://www.facebook.com/BoysAndGirlsClubsOfBoston)



# STAFF

Executive Director	Harry Duvall	<a href="mailto:hduvall@bgcb.org">hduvall@bgcb.org</a>
Director of Operations	Tim Bothwell	<a href="mailto:tbothwell@bgcb.org">tbothwell@bgcb.org</a>
Program Director (Education, SACC, SEL)	Alyse Faiella	<a href="mailto:afaiella@bgcb.org">afaiella@bgcb.org</a>
Program Director (Athletics & Teens)	Michael Letchfield	<a href="mailto:mletchfield@bgcb.org">mletchfield@bgcb.org</a>
Membership Director	Caroline Moreno	<a href="mailto:cmoreno@bgcb.org">cmoreno@bgcb.org</a>
Aquatics Director	Tia Ferrie	<a href="mailto:tferrie@bgcb.org">tferrie@bgcb.org</a>
Athletic Director	Mark Dietrich	<a href="mailto:mdietrich@bgcb.org">mdietrich@bgcb.org</a>
Music Director	Jessica Nathania	<a href="mailto:jnathania@bgcb.org">jnathania@bgcb.org</a>
Social Recreation Director	Severo Nieves	<a href="mailto:snieves@bgcb.org">snieves@bgcb.org</a>
Culinary Director	Denise Daniels	<a href="mailto:ddaniels@bgcb.org">ddaniels@bgcb.org</a>
Teen Engagement & Retention Coordinator	Kristine McNulty	<a href="mailto:kmcnulty@bgcb.org">kmcnulty@bgcb.org</a>
Teen Director	Mike Mogan	<a href="mailto:mmogan@bgcb.org">mmogan@bgcb.org</a>
Pre-Teen Specialist	Chantha Toeum	<a href="mailto:ctoeum@bgcb.org">ctoeum@bgcb.org</a>
Education Coordinator	Braidie Connors	<a href="mailto:bconnors@bgcb.org">bconnors@bgcb.org</a>
Club Nurse	Kaitlyn Schuler	<a href="mailto:kschuler@bgcb.org">kschuler@bgcb.org</a>

# BEHAVIOR MANAGEMENT

The Behavioral Management System for the Boys & Girls Clubs of Boston provides the support necessary to help members to be successful. All Club staff are trained in positive discipline, proactive approaches to youth development and effective interventions. The behavior management system is aimed at helping members have fun, be successful, feel engaged, build strong relationships with staff and peers, feel safe and feel like they belong in the Club.

A child's membership is based on his/her behavior as well as the behavior of the parent/guardian. Members and their families are expected to adhere to all rules, policies and expectations set by the Club. When a member violates a policy, efforts will be made to work with the member and his/her family to rectify the behavior and have the experience be a learning opportunity for the member. However, if a child's behavior or other family representative's behavior endangers the overall safety, security of the Club, staff or other members, the child's membership may be revoked. A member's behavior outside of the Club or in school may also influence membership status.

As much as we'd like to serve everyone, there are some youth for whom BGCB is not an appropriate fit. Club leadership will assess whether the Club has the appropriate staff expertise and resources to provide a safe, fun and inclusive environment for each member.

The following page lists Rules and Expectations that should be observed at all Clubs.

# RULES & EXPECTATIONS

At the Club, we want all members to have fun, be safe, feel included and be successful. In order for this to occur, the members must remember to respect themselves, fellow Club members, the staff, property and visitors. Below are the rules and expectations that members must follow in order to help us maintain a positive Club culture. Parents/Guardians: You can help us by reinforcing these messages at home.

**Be a positive Club member:** Be friendly, encourage others, listen to others, follow staff directions and have fun!

**Be respectful:** Use positive and respectful language; keep your hands, feet, and property to yourself. Taking pictures and video is only allowed under the direct supervision of staff. Pictures or videos are strictly forbidden from being taken in bathrooms or locker rooms.

**Be responsible:** All members are expected to clean up after themselves and help keep the Club clean. No gum chewing is allowed.

**Participate in activities:** Try your best and support others in all activities. Members ages 6-12 are strongly encouraged to spend time daily in the learning center or education space

**Dress appropriately:** Bandanas, headgear, sagging pants, half-shirts, and shirts promoting drugs, sex and/or violence are not allowed in the Club.

**Keep the Club safe:** No fighting, physical altercations, stealing, inappropriate sexual conduct, possession of weapons, drugs, alcohol, or associated equipment (lighters, rolling paper, etc.) The Club is a drug free and smoke free environment.



There is a **zero tolerance policy for bullying**, teasing, taunting, picking on or ganging up on others physically, verbally or by electronic/video means. This behavior will not be tolerated and may result in time off or permanent removal from the Club. Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

**Stay in supervised areas ONLY** and with your assigned group. Follow the specific expectations in each program area.

**Keep all valuables and personal property at home**

(i.e., cell phones, portable gaming systems, and other electronics.)

*The Club is not responsible for any lost or stolen items.* If something is found it **MUST** be turned it to the front desk or an adult staff, keeping found items will be considered stealing.

**Respect the Club's commitment to promoting healthy behaviors through our Health360 policies**



In addition to Academic & Life Success, Good Character & Community, **Healthy Development** is one of the Boys & Girls Clubs top priorities.

**Health360** reflects our holistic approach to health promotion and health education. Our Health360 Policies were designed to create a Club culture of wellness, where the healthy choice is the easy choice.

The **Health360 Policies** cover four key areas:

- Exercise (providing members daily opportunities)
- Screen time (limiting recreational use of phones)
- Beverages (sugary drinks unwelcome)
- Food (junk food unwelcome)

The end-goal of these policies is to make nutritious foods easily accessible at scheduled BGCB events and to encourage our members to be more active and engaged through the example of our staff.

As their role model and leaders, Club administrators and staff are responsible for not only teaching health-promoting behaviors but also modeling these behaviors as well.

# PROCEDURES & POLICIES

## Membership Agreement

Membership renewal is required on an annual basis. A child's membership is based on his/her behavior as well as the behavior of the parent/guardian. Members and their families are expected to adhere to all rules, policies, and regulations set by the Club. A member's behavior outside of the Club or in school may also influence membership status.

If a child's behavior or other family representative's behavior endangers the overall safety, security, and supervision of themselves and/or others, he/she may be dismissed from the Club upon review by staff and the directors. Being a Club member is a privilege, and if a member cannot follow the Club's policies, rules, and expectations, his or her Club membership may be revoked.

To ensure the Club is able to provide adequate support, all new memberships begin with a 3-month Orientation Period. This is designed to provide time for your child to get to know the Club and for our Staff to get to know your child. If you or the Club Leadership determines we're unable to provide the level of support needed to ensure your child's success at the Club, we will refund the Membership Fee and provide a list of resources outside our network. During the Orientation Period we plan to be in touch with you to share how your child is doing. We would love to hear feedback from you as well based on your understanding of your child's experience.

## Attendance

As we have limited capacity, we encourage daily attendance, Monday-Friday (assuming your child is feeling healthy and has not exhibited any covid-19 symptoms). If you do not attend the Club frequently, your child's membership may be jeopardized, and we may need to offer their place to another family.

## Arrival

Please follow the Club's Hours of Operation on page 4. Unless you make special advance arrangements with the Executive Director to accommodate an emergency situation, your child should not arrive before the Club doors open, as we are unable to provide supervision

outside of the building. If your child is absent from school, they should NOT be attending the Club

### Daily Dismissal

Please discuss the dismissal plan with your child, whether they should walk or be picked up. We understand that something may come up last minute, but this plan should most often be established prior to your child's arrival at the Club for the day.

- Dismissal times and procedures will be determined by age and the cohort/group your child is in. Specific details will be communicated to you.
- **All children ages 6-9 MUST be picked up by a parent/guardian.**
- Children ages of 6-9 can be picked up by a **teenage** sibling **with written consent by parent/guardian.**
- Walkers must leave at dismissal time. Walkers must be 10 and over with written permission.

### Early Dismissal

Parents can pick up their children any time by calling the front desk. The Membership Director (or Front Desk Staff) will contact the program area your child is in and will have him/her sent to the front desk. To ensure everyone's safety, we require that parents stay in the lobby until their child arrives.

### Late Fees

**Parents/guardians will be charged as much as \$1.00 per minute per child Monday through Friday for late pick-up fees,** unless your child is signed up for an Evening Program or attending a Club sponsored event.

Please note: Your child's membership may become in jeopardy because of continuous late pick-ups.

## Cell Phone Policy

The use of cell phones at the Club is restricted during specific program time and for different age groups. If you need to reach your child while he or she is at the Club, you can call the main number (617-268-4301).

Phones should not be used to take any pictures at the Club or on Club related trips unless with permission and supervision of staff. Do not bring cell phones in the locker rooms or bathrooms.

Posting pictures, videos or information about the Club, other members or staff on social media is not allowed. If a member is caught violating this policy, there will be consequences up to and including time off from the Club or termination or membership. We ask that parents help reinforce this policy with their children.

## Snow Policy

Weather-related Club closings will be listed on TV news stations. If the Club is going to close early due to weather (and not have any night programs), members and staff will contact all families of members who were supposed to stay to ensure that they are safely dismissed. The One Call System will be implemented to notify families of closings and schedule modifications.

## Visitors Policy

All Visitors MUST check in at the front desk to ensure everyone's safety.

Those picking up a child must wait in the lobby while the child is dismissed from the program area. Visitors who have been approved to participate in a program area must sign in and wear a visitor's tag at all times.

For community or family events, all visitors must sign in at the front desk and stay in the event's designated area(s).

## Lost & Found

Lost items are kept in the lobby until the end of each month, at which time all items will be donated to charity.

## Dinner

The Club offers free, healthy snacks and hot dinners in the evenings. Meals are personally prepared and cooked by an in-house chef. This service is open to all members ages 6-18 at no additional cost. Both breakfast and lunch are offered during summer camp.

## Member Health and Safety

If your child stays home sick or is sent home from school, he or she will not be able to attend the Club that day. Sick children should stay home until cleared by a doctor. See "Additional Information" insert for further covid-19 instructions.

If your child has a medical condition that requires emergency medication such as an epipen for allergies or inhaler for asthma, it is the parent/guardian's responsibility to notify the Club's Program Director. Your child may not be able to participate if one is not readily available.

# SUPPORT SERVICES

## Inclusion and Diversity

Inclusion at BGCB is focused on creating a sense of belonging. BGCB strives to create and sustain an environment that supports and values all members of our community. Our inclusive philosophy reflects our goal to provide an enriching afterschool and summer camp experience for young people of varied abilities and identities. Our inclusive practices and policies are designed to create a safe, welcoming, fun, and enriching environment for those with disabilities of all kinds, behavioral and social-emotional challenges, and young people who encounter other systemic barriers that may impede their equitable participation in afterschool programs.

BGCB is committed to encouraging and welcoming diversity throughout our Clubs and organization. BGCB does not discriminate on the basis of race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, or disability. Furthermore, BGCB works intentionally to create an inclusive and positive environment for members of varied gender identities and sexual orientations and anyone marginalized by societal and cultural norms.

Whenever possible, BGCB makes reasonable accommodations to enable members to participate in the Club. Staff work to create welcoming and safe spaces with clear structures, routines, and expectations. While all members are held accountable for their behavior and conduct, we recognize members require different levels of support to meet the Club's expectations. Working together with families, schools, and other providers our staff are committed to learn all we can about our members to help them be successful. When our capacity to maintain a safe environment for all doesn't meet the needs of young people, BGCB will support families to find out of school time programs that better meet their needs.

Due to Club policies and limited resources, the Club does not extend membership to individuals who, at the time of application, are:

- Unable to express needs at age-appropriate or near age-appropriate level (member is unable to explain why they are upset, etc.)
- Requiring assistance of staff while toileting or dressing
- Requiring one-to-one support and/or monitoring in program areas or on field trips

The following behaviors do not necessarily warrant separation from the Club based on one occurrence, but a recurrence of the behavior may result in suspending or terminating membership for a specified amount of time:

- Fighting/physical aggression towards members or staff
- Self-harm behaviors (head banging, hitting self, picking skin, etc.)
- Eloping/"running" (leaving the building without permission, going to unsupervised areas in the Club, straying from the group in the Club or while on field trips)
- Threatening statements/verbal aggressions towards members or staff
- Stealing from members or staff
- Using sexualized language or gestures
- Improper use of technology/social media
- Bullying, teasing, taunting, picking on, or ganging up on other members physically, verbally, or by electronic/video means.

Behaviors that will automatically result in suspension and/or termination of membership at the discretion of the Executive Director:

- Possessing weapons, drugs, alcohol, or associated equipment
- Fighting/physical aggression that causes significant harm to members or staff
- Sexual assault, attempted sexual assault, or sexual harassment



## SOCIAL WORK

Our mission is to help members discover and develop their strengths and interests, learn positive social skills, and overcome obstacles so they may pursue a safe and healthy lifestyle. We aim to help create an environment in which youth have the best opportunity to have healthy emotional and social experiences so they may develop skills to become productive members of society.

The Club's Social Worker is a resource for families, parents should feel free to reach out for support for themselves and/or their child.

## FAMILY ENGAGEMENT OPPORTUNITIES

### Parent Workshops

Several workshops, such as financial literacy or FAFSA guidance, are offered for parents throughout the year. We encourage you to ask about upcoming workshops when you pick your child up from the Club.

### Events

The South Boston Club hosts several events throughout the program year to bring families and the community together, safety allowing. Whether it's a Halloween event or a free Thanksgiving meal, we invite you to be a part of our community, meet the staff and see first-hand the difference the Club is making in the life of your child.

### Athletic Teams

Our Club offers diverse athletic opportunities, from swim team to basketball. The goal of the competitive leagues is to teach members healthy habits and physical fitness, teamwork, good sportsmanship and to have fun.

When covid safety allows it, we encourage parents to attend games at the Club and welcome parent involvement in coaching and celebrations.

We request that parents and guests role model our commitment to good sportsmanship and cheer for their own team but not against the visiting team. Behavior agreements will be required for any member participating in a competitive league.

## Fundraising

Because we keep the cost of membership so low for children and teens, the Club relies heavily on fundraising to keep our doors open and our programming effective. The Club is always in need of parents willing to share their personal story of the Club's impact on their family or child. If you are interested in being an advocate for the Club, or helping to raise funds for an upcoming event or campaign, please let the Executive Director know.

## Volunteering

There are many year-round opportunities to donate your time as a Club parent or guardian, and hours are flexible. Participating in baked good drives, helping to plan the Club's road race, or taking part in a spring clean-up project are just a few examples.

## Member Progress Reports

The Club always welcomes feedback from parents, questions and concerns they may have about a Club member's experiences or behaviors at the Club. We encourage you to speak openly with the Director of Operations or Program Directors if needed.

# TEEN CENTER PROGRAMMING

The Teen Center is open to youth ages 13-18. We offer a range of activities and programs that focus on three core areas: Academic & Life Success, Character & Community, and Healthy Development to assist youth in becoming well rounded individuals. Our mission is to provide enriching programs that give teens the opportunity to flourish as positive leaders, excel academically, and gain exposure to several career and vocational options to prepare them for Life After the Club.

## Preteen Center

The Preteen Center focuses on positive growth and development for eleven and twelve year olds. Daily activities include current event discussions, social skills games, team building, character development, specialty programming and FUN

## Teen Education

The Teen Education Center seeks to serve the academic needs and interests of our members through comprehensive educational programming in tandem with Standard BPS Curriculum Guidelines. Creative and inspirational programming offered will enrich and further familiarize members in core academic disciplines. Inspiring youth to maximize their abilities and assist in their development as lifelong learners serves as a foundation for all educational programming.



# STAFF BIOS



**Harry Duvall**

*Executive Director*

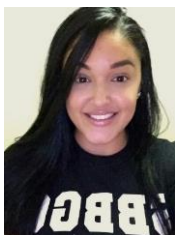
Harry joined BGCB in late 2004. Previously Harry served as Unit Director at the Boys & Girls Clubs of Southwest County, Temecula, California. He spent nine years on staff at Mount Ida College.



**Tim Bothwell**

*Director of Operations*

Tim is an alumnus of the South Boston Club and a parent of current members and alums. He began working for the Club as a teenager and was Athletic Director before he became Director of Operations in 2005.



**Caroline Moreno**

*Membership Director*

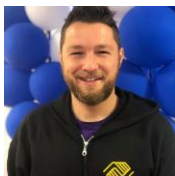
Before becoming Membership Director of the South Boston Boys & Girls Club in 2015, Caroline worked at the Cambridge Boys & Girls Club for ten years. In her time there, she was a Jr. Staff, Program Staff and the Club Director.



**Alyse Faiella**

*Program Director*

Alyse has been with BGCB since 2011, and currently coordinates educational programming, social-emotional learning and the School Age Child Care (SACC) Program.



**Michael Letchfield**

*Program Director*

Michael has spent 10 years in the youth development field, and currently coordinates teen, pre-teen and athletics program. Joining BGCB in 2017, he co-led a Club trip of teenagers travelling around India in 2019.

# CLUB CALENDAR

## School Year 2021-22

September 14 – Myra Kraft Opening Day

October 11 – Club closed – Columbus Day

November 11 – to be determined

November 27 – Club closes at 6:00 p.m.

November 25 & 26 – Club closed – Thanksgiving

December 24 - to be determined

December 25–31 – Club closed

January 1 – Club closed – New Year’s Day

January 3 – to be determined

January 17 – Club closed – Martin Luther King Day

February 21 – Club closed – President’s Day

February 22-24 – Club open – school vacation hours

February 25 – Club closed – Staff Professional Development

April 18 – Club closed – Patriot’s Day

April 19-22 – Club open – school vacation hours

May 30 – Club closed – Memorial Day

June – Last Day – to be determined

*This calendar is subject to change.*

