



Mishawaka Before/After Care Program 2020

Family Handbook



BOYS & GIRLS CLUBS
OF ST. JOSEPH COUNTY



Although school as we know it has changed, Boys & Girls Clubs of St. Joseph County is here to do whatever it takes to ensure all kids have equal access to the resources and opportunities that will help them have a great future.

Our Before/After Care Program has been created in partnership with School City of Mishawaka to support families in our community.

We provide a safe place for kids before and after the school day. In addition to helping with homework, we will share a snack, do science experiments, read stories, and fold paper airplanes. And best of all, we will offer opportunities for just being a kid — for playing outside, learning to paint, and laughing with friends.

Thank you for your trust and confidence in us. Even though these are uncertain times, we look forward to a positive and successful program!

When & Where

Contact Information/School Sites

Main Office

OC Carmichael, Jr. Youth Center

502 East Sample Street
South Bend, Indiana 46601

574.232.2048

CEO: Jacqueline Kronk
jkronk@bgcsjc.org

Before/After Care Director

Maurice Walker
mwalker@bgcsjc.org
574.213.8326

School Sites

Battell Elementary School
715 East Broadway Street

Beiger Elementary School
1600 East Third Street

Emmons Elementary School
1306 South Main Street

Hums Elementary School
3208 Harrison Road

LaSalle Elementary School
1511 Milburn Boulevard

Liberty Elementary School
600 East Pregel Drive

Twin Branch Elementary School
3810 Lincolnway East

Hours of Operation

Monday – Friday

Before Care: 6:45–8:25am After Care: 3 – 6pm

All sites follow the School City of Mishawaka calendar

Drop-off/Pick-up Procedures

- **Morning drop-off time: 6:45 –8:25am.**
- **Please pick up your child by 6pm.** Late pick-ups will incur a late fee of \$1 per minute per child.
- Only adults who have been authorized by parents may pick up students. Photo ID will be required to ensure safety of all children.
- If staff feels that an adult picking up a student is under the influence of drugs and/or alcohol, we will not release the student into their care and may contact the local police department.
- Students who walk home must have permission from parents.

Payments

Payments are due on the Friday prior to each week. This year, all payments will be taken via Square.com with invoices emailed to parents. There is a payment button on the BGC website as well. Cash and checks will not be accepted.

Rates

Before school and after school: \$50 per child/per week

Before school OR after school: \$30 per child/per week

Discounted rates for families qualifying for free/reduced lunch or School City of Mishawaka employees:

Before school and after school: \$30 per child/per week

Before school OR after school: \$20 per child/per week

Staying Safe & Healthy

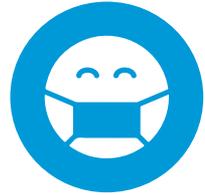
Based on the guidance of local health organizations, we have developed the following procedures to keep everyone safe and healthy.

Illness: COVID-19 or any other illness

During daily activities, if a student exhibits signs of COVID-19 or any illness, a staff member will take their temperature and administer First Aid as needed. The Site Director will call the parent and ask that the child be picked up as soon as possible. Please remember that **your child must be fever-free for five days** before they may return to the Before/After Care Program.

Masks

Students and staff will be required to wear masks at all times while indoors and outdoors. Students should wear a mask upon arrival. If needed, disposable masks will be available.



Frequent Hand Washing

To keep everyone safe, hands will be washed:

- upon entering the building
- after using the restroom
- before/after eating
- after playing outside



Disinfecting and Cleaning

When students rotate from one space to another, the room and equipment will be sanitized. Only items that can be sanitized/cleaned daily are authorized to be used as part of the program (wood, plastic, metal, etc.). Items that cannot be washed or sanitized daily at the facility will be prohibited, such as stuffed animals, plush toys, etc.



What are the symptoms of COVID-19?

COVID-19 affects different people in different ways, from mild symptoms to severe illness. Symptoms typically appear 2–14 days after exposure to the virus.

Symptoms may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

How We'll Have Fun

Boys & Girls Clubs offers programs for kids based on the Five Pillars of BGC programming:

Sports & Recreation

Physical activity is essential for children, and students will engage in physical activities both indoors and outdoors (weather permitting) as much as possible each day.



Health & Wellness

Because our staff is dedicated to our children's safety, a number of protocols will be implemented to ensure the health of students and prevent illness. Aside from physical health and safety, our programming will have a special emphasis on emotional wellness. Students will enjoy yoga and mindfulness sessions with stretching and relaxation.

In addition, breakfast will be served in the morning and snacks will be available in the afternoon.



Education/Cognitive Development



The return to an organized educational setting after months away will be a new challenge for everyone. In addition to helping with homework, we will include a wide variety of hands-on activities to promote a love for learning — including literacy development, science experiments, and much more.

Character & Leadership

Our children's ability to identify, communicate, and self-regulate emotions helps them to feel safe and secure. Our programming will promote strong small-group relationships, constructive environments, and positive experiences with others.



The Arts

Our goal is for every child to learn new ways to express their voice through the arts. Projects and activities will be designed to foster creativity and give our children outlets for self-expression through both visual and performing arts.



Coping with 2020

Boys & Girls Clubs' programming aims to enhance the holistic wellness of all children. While physical activity and academic assistance are visible parts of our vision, we similarly wish to promote the emotional wellness of every child.

The first half of 2020 has been extremely turbulent, and now more than ever it is essential to attend to the wellbeing of our children. BGC strives to create a nurturing and positive environment that preserves a sense of hope and empowerment – and we want families to feel supported at home as well.

Life Changes Due to Coronavirus

Children have faced school closures, restricted social interactions, food shortages, and more. Stress the importance of physical health by encouraging physical activity, washing hands, and wearing a mask, but at the same time emphasize emotional health by creating a positive environment.

Addressing Racism

Recent events have highlighted systemic racism and injustice in our country. Children may be experiencing anxiety about these issues, and we encourage parents to be positive advocates for racial equality. Talk to your children about their feelings, be aware of your own biases, and instill confidence and pride towards ethnicity and race.



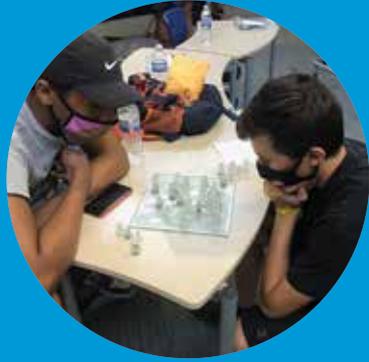
Managing Stress and Anxiety

All of these difficult topics and situations can be overwhelming for families. Our national organization, Boys & Girls Clubs of America, offers the following suggestions for managing anxiety and stress with children:

- **Be open to answering questions.** Kids may ask why something happened and seek to understand how this will impact their life. You do not have to have all the answers, but you can encourage kids to express their feelings. Being open and honest will help them feel a sense of trust.
- **Don't project your own fears.** It is natural to feel vulnerable and scared, but it's important not to overwhelm kids with emotions and to remain calm and in control. Kids often take emotional cues from adults. If trusted adults appear to be nervous or scared, they will feel that way, too.
- **Manage the flow of information.** Try to avoid having televisions and radios on with continuous news reports. Monitor your child's intake of information on social media. Don't minimize the event but try to avoid overexposure to media reports.
- **Remind kids that they have trustworthy and supportive adults in their lives who are working to keep them safe.** Accepting children's feelings and communicating with them will demonstrate that you are there to help, love, and support them.
- **Restore hope in the future.** Plan a small activity that will take place in the future, so your child has something to look forward to doing. Talk about what you will do and how it will feel.

Remember, working to find ways to cope with stress will make you, the young people you love, and our community stronger.

Children are naturally full of positivity, energy, and hope. We all want them to be their full selves!



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