



**BOYS & GIRLS CLUB**  
OF BANGOR

# 2025-2026 Parent Handbook

## Welcome

Thank you for choosing the Boys & Girls Club of Bangor!

## Mission

Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

## Club Philosophy/Rights of Children

The Boys & Girls Club of Bangor's Club Philosophy is that children of all ages are entitled to a safe, positive environment, fun, supportive relationships, opportunities and expectations, and recognition.

**Safe, Positive Environment** - Club Staff, facilities, programs, and age-appropriate settings create stability, consistency, and a sense of physical and emotional safety for members. The Club provides structure and clearly defines acceptable behaviors.

**Fun** - The Club generates fun for members. Members develop a strong sense of belonging through connections they establish with staff and peers. Staff members make the Club feel more like home, fostering a family atmosphere and creating a sense of ownership for members.

**Supportive Relationships** - Club youth develop meaningful relationships with adults and their peers. Staff members actively encourage such relationships. Staff members display warmth, care, appreciation, acceptance, and guidance in their interactions with members.

**Opportunities & Expectations** - Club youth acquire physical, social, technological, artistic, and life skills. The Club encourages members to develop a moral character while reinforcing high expectations and helping members with school and post-secondary education.

**Recognition** - The Club recognizes and supports young people's self-worth and accomplishments. Staff members encourage youth and provide positive reinforcement as they make improvements and experience successes. The Club showcases young people's achievements.

Rights of Children. Children receiving Child care from Child Care Facilities have the following rights.

1. Children must be free from emotional, physical and/or sexual abuse, neglect and exploitation.
2. Each Child has the right to freedom from harmful actions or practices that are detrimental to the Child's welfare, and to practices that are potentially harmful to the Child.
3. Each Child has a right to an environment that meets the health and safety standards in this rule.
4. Each Child must be provided Child care services without discrimination to race, age, national origin, religion, disability, sex or family composition.
5. Children must be treated with dignity, consideration and respect in full recognition of their individuality. This includes the use of developmentally appropriate practices by the Child Care Facility.
6. Each Child has the right to the implementation of any plan of service that has been developed for that Child in conjunction with community or state agencies by the Child Care Facility.
7. Each Child has the right to Developmentally Appropriate activities, materials, and equipment.
8. Children with disabilities have the right to reasonable modifications to Child Care Facility policies

## **Leadership & Admin Staff**

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# Program Overview

## Ages & Numbers Served:

We can accommodate up to 120 Kindergarten through 12th graders

## Program Hours:

### After School

Monday – Friday 2:00 – 6:00pm

### Office Hours

Monday – Friday 9:00am – 6:00pm

## Vacations/Closures:

The Club observes the Bangor School Department schedule for holidays, vacations, and weather-related closures. Additional programming or special events may be offered during these times as staffing permits.

Please refer to the Bangor School Department school calendar for the complete list of closures.

## Program Fees:

Our fees reflect the current state and county market rates for afterschool childcare. Thanks to the generous support of our community partners and local philanthropists, we're able to offer scholarships to families who may need financial assistance. Please reach out to learn more about how to qualify.

## After-School Program:

All club members that attend Downeast, Fairmount and Doughty schools will have transportation to the Opportunity Center after school. If a Club member is homeschooled or attends another school, parent drop-off (or alternate transportation) is required.

Upon arrival, all members are provided with a Super Snack before participating in a variety of enriching activities such as social emotional learning, art, STEM, high yield learning activities, and more. Members will also participate in Power

Hour and Triple Play. They may also participate in BGCA programs such as Smart Girls, Passport to Manhood, Intentional Mentoring, Life Skills, and more.

### **After-School Arrival:**

**Downeast School:** Club Bus & Bus C

**Fairmount School:** Bus O

**James F. Doughty School:** Bus A

If your child will not be attending for any reason, please call the front desk to inform us before 2:00pm.

### **After-School Departure:**

After-School parent pick up will take place from 5:45-6:00pm at the front entrance of the Opportunity Center. An adult over the age of 18 that is listed on the child's registration is required to sign the child(ren) out at the front desk.

If other pick up arrangements have been made, please notify the front desk beforehand. The person picking up will need to provide identification such as a driver's license or state I.D.

Additionally, a walker release form may be filled out by the parent/guardian giving their child permission to walk home. This option is strictly for children entering 5<sup>th</sup> grade and above. To inquire about a Walker Release Form, please call the front desk.

### **Transportation:**

Transportation home from Club may be available to those residing in Bangor Housing in either New or Old Capehart neighborhoods. If your child requires transportation, a request can be made online. These spots will be reserved for families that do not have a licensed driver or access to a vehicle.

For those approved for transportation, children will be signed out by staff when they are dropped off at their house, and an adult is expected to be home when drop off begins.

## Technology Use

As a member of the Club, your child will have access to the internet. In order to maximize the benefits and minimize any possible dangers, computer/iPad use will always be monitored by program staff, and we have filters to block unsafe materials. Children who misuse computers will lose their network privileges and may undergo disciplinary action. Youth members (K-5) may not use personal cell phones, or any other such electronic devices from home while in our care. Youth members (6-8) may use personal cell phones, but will be monitored and are required to connect to the Opportunity Center wifi to eliminate possible dangers.

## Policies & Procedures

### Attendance Policy

Attendance is an essential component to the academic and overall success at the Club. If your child will not be in attendance, call the front desk and let them know before 9am and this will be considered an excused absence.

If your child has frequent unexcused absences, you will receive a phone call with a reminder of our attendance policy. Your child may lose their spot at the Club after more than 8 unexcused absences.

### Cancellation Policy

If a power outage, severe storm, or public health issue such as COVID-19 or other emergency occurs while children are in our care, the Club will remain open until parents can pick up. The Club reserves the right to close for any reason deemed an emergency.

### Emergency Procedures and Evacuation:

We conduct regular safety drills on a monthly and quarterly basis, including lock-in, lock-down, fire, and evacuation drills. In the event of an evacuation, all members and staff will relocate to the First Assembly Church on Finson Road until it is safe to return or parents/guardians are notified.

## Toys & Personal Items from Home

We ask that all children leave toys and personal items at home. The Club is not responsible for any lost or stolen items while children are in our care.

## Health Policy

Please keep our staff informed of the health and well-being of your child.

- If your child is experiencing diarrhea, vomiting, or a fever please keep them home.
- Children should be fever free for 24 hours without fever-reducing medicine before returning to the Club. (A fever is defined as 100.4 degrees F.)
- A note from the child's physician declaring the child is well and free of communicable disease may be required to return to the program at the Director's request.
- If your child becomes ill while with us, we will contact you or the emergency contact person on file if you cannot be reached to pick up your child.

## Medication:

*If your child takes any...*

- We will administer prescription medication on parent's request.
- Parents must complete and sign a medication authorization form. If this form is not complete, the medication cannot be given to the child.
- These medications must be in the original container labeled with the physician's directions and the child's name.
- No over the counter medication will be given such as Tylenol, cough liquid, etc. without written consent from the child's physician.

## Toileting

All children enrolled in programs must be completely toilet trained to enroll. If an accident were to occur, the parent or guardian may be called to come to the Club and assist with the situation.

## Child Abuse and Neglect & Child Abuse Reporting

The staff and management of the Boys & Girls Club are mandated reporters and are required to report any suspected signs of child abuse or neglect to the

Department of Health and Human Services. Any serious injury or child death will also be reported immediately to the appropriate authorities. Identity and information shared in these reports are kept strictly confidential and will not be discussed with parents or guardians. The safety and well-being of the children are always our top priority.

## Program Expectations

All children and staff deserve a positive and safe environment. All members and parents are expected to show respect to the Club by adhering to the following Code of Conducts.

### Member Code of Conduct

- **Respect Club Equipment**
  - No sitting or putting your feet on the tables
  - Follow all Club rules pertaining to program
  - Do not use things without permission
  - Always pick up after yourself
- **Respect Staff, Volunteers, Other Members, and Yourself**
  - Always respect one another's personal space
  - Treat yourself and others with respect
  - Always use appropriate language
  - Show good sportsmanship and be polite
- **Absolutely Not Tolerated**
  - Bullying, fighting, or aggressive behavior
  - Inappropriate language or behavior
  - Tobacco, alcohol, drugs, or weapons of any kind
  - Disrespectful behavior

### Parent/Guardian Code of Conduct

- I will treat Club staff, volunteers, members and other parents with courtesy and respect.
- I will not address, for the purpose of correction or discipline, any child who is not my own.

- All behavior concerns will be brought to the attention of the club staff or director.
- I will encourage my child to participate in events and activities.
- I will remember that children learn best by example.
- I will work with Club staff to assist them in providing the most positive experience possible for all children.
- I will be reachable and communicative with club staff.
- If I encounter a problem with the Club, I will handle it with respect and dignity.

## Discipline Process

When children do not display responsible and respectful behavior, our goal is to correct the behavior. Our discipline process is as follows (keep in mind that the action taken will depend on the severity of the behavior):

1. Children receive a verbal warning to discontinue disruptive behavior. A description of acceptable behavior is provided at this time.
2. Children receive an appropriate break in a place away from the situation, but within the sight of the staff.
3. If disruptive behavior continues, children will be removed from the activities being offered. Parents will be given a written incident report, at the end of the day, outlining the disruptive behavior.
4. If the child's behavior is extremely disruptive or unsafe. The parent/guardian will be called to come and pick up their child immediately.
5. If all the above have been exhausted, a meeting will be set for parents, child, and program staff to discuss the child's continued attendance in Club programs.

## Behavioral Health Professionals

Some children receive support services such as a school based Behavioral Health Professional (BHP). To ensure the safety of the child, that needs are met, and that goals are maintained in alignment with the school, the Boys & Girls Club of Bangor requires any child who receives this service to be accompanied by their BHP while attending the Club.

If a child receives support from a BHP in the home and community setting, the BHP is welcome to attend, but not required to do so. Prior to attending, they will need to meet our volunteer screening and background check requirements.

## Notable Items

### What to Bring:

- Snack
- Water Bottle
- Backpack

Underlined items will be provided as needed.

### Community Partners

- The Cole Land Transportation Museum
- Maine Discovery Museum and GSK
- Bangor Region YMCA
- Bangor Housing Authority
- The Lace Theatre Company
- Maine Academy of Modern Music

### Opportunity for Parent Involvement:

- Join us for quarterly family events and holiday celebrations! Follow us on social media and check for flyers sent home with members for upcoming dates and details.

## Sign-Off

Please acknowledge that you have read, understand, and will abide by the policies and procedures from the parent handbook by signing [here](#).