



K-5 Afterschool Elementary Enrichment Program 2026-2027

Parent Handbook

135 Forest Avenue, Locust Valley

Main Phone: 516-676-1460

Dates: September 8, 2026 – June 27, 2025

Hours: Monday-Friday 3:00 p.m. - 7:00 p.m.

Program Leadership and Administrative Staff:

Michelle Gallucci, Senior Director of Youth Programs, ext. 221

Maria Arana, Director of Youth Programs, ext. 220

Rosalia DiMaggio, Memberships Services Coordinator (Registration inquiries), ext. 216

Shirley Jimenez, Membership Services Assistant (Front Desk), ext. 222

Jamelly Cruz, Membership Services Assistant (Lower Desk), ext. 215

Stephanie Urio, Director of Programs and Professional Development, ext. 213

Communication

We use “**Remind**,” an app to share information with our families (upcoming programs, events, announcements), and to communicate with you about important details such as registration. We kindly ask that if you have a specific question about the K-5 Program or other program, or you have a time-sensitive message to share, please call the Front Desk at (516) 676-1460 ext. 222. We are unable to respond to individual text messages.

Please register by **texting 81010** and enter the code: **@afterprog**

Attendance & Absenteeism

If your child is not attending on a day that you normally would send them to the afterschool program and they are receiving transportation from the Locust Valley or Bayville Schools, you must contact the school directly to inform them that your child is not to take the Boys & Girls Club bus that specific day.

Late Pick Up Policy

The program day ends at 7:00 p.m. Please pick up your child on time. Please call the Club if you expect to be late and you will have a 15-minute grace period. If you arrive past 7:15 p.m., a \$20 late fee will be applied to your account and will need to be paid before your child returns to the program the next day. Persistent lateness will result in an earlier designated pick-up time (by 6:30 p.m.).

Child Release/Authorized Pick-Ups

For a child's safety, the Club will only release a child to parent(s), legal guardian(s) or authorized adults. If the person picking up is listed on the child's membership application, but does not pick up the child regularly, a parent will notify the Club verbally, in advance. Photo identification will be required if the adult does not pick up the child regularly or is unknown to the staff member releasing the child.

Walking Permission

Parents must sign a walking permission form if they would like their child to walk home from the Club. Younger members must be escorted by an older sibling.

Arrival/Drop-Off Procedure

Parents will not be allowed to enter the facility beyond the parent waiting area on the lower level.

Members who arrive via LVCSD School Bus will be dropped off by the gate on Weir Lane (must follow LVCSD Bus Riding Procedures). A staff member will greet the bus and escort the children into the building. If you are transporting your child, please park your car and escort your child to the gate. The gate will lock after the last bus arrives. If you drop your child off after the gate is locked, please escort them through the main entrance.

Departure/Pick-Up Procedure

Parents will not be allowed to enter the facility beyond the parent waiting area on the lower level.

Parents will enter our main entrance to pick up their child. Upon checking in with our front desk attendant (confirming you are an authorized pick-up), you will be cleared to make your way downstairs to the parent waiting area. The staff member in charge of pick up will retrieve the child and all of their belongings. Please allow for enough time to pick up your child. We cannot accept phone calls in advance to get your child ready for pick up.

Closed Campus

Please note that our programs will be running a "closed campus" policy which means that once the child arrives for the day, they will not be permitted to leave and return within the same day.

Groups

Youth will be placed in a group of 20-25 youth with a minimum of two assigned staff members. Youth will remain in these groups throughout most of the day. Each group will have a designated "homebase" where they will do their homework and may leave their backpacks throughout the program day.

Sample Afternoon Program Schedule

3:00 p.m. – 4:00 p.m. Bus Arrival, Snack, Free Play

5:45 p.m. – 6:30 p.m. Elective Activities

4:00 p.m. – 5:00 p.m. Power Hour

6:30 p.m. – 7:00 p.m. Free Choice, Dismissal

5:00 p.m. – 5:45 p.m. Enrichment Programs

Enrichment Programs

All members will participate in a different daily Enrichment program throughout the week focused on our three priority areas:

Future Readiness | Learning and Innovation | Health and Well-Being

Examples of these programs include Healthy Habits, STEM, Coding, Science, Fitness, Reading, Art, Music and more. These programs are at no additional cost and are included in the fee for the K-5 Afterschool program. The Enrichment Programs will change on a seasonal basis.

Fall 2026:

Winter 2027:

Spring 2027:

October 5-December 10

January 11-March 18

March 31-June 3

Seasonal Programs

All current members may register for all seasonal program offerings such as, dance, soccer, kickboxing, flag football, baseball, gymnastics, basketball and more. Fees range from \$40-\$450 per program session. Space is limited within these programs. Seasonal Program offerings will be posted on our website.

Positive Conduct

All participants in Club programs are to be respectful to other members, volunteers, staff and the facility. Members are required to adhere to Club rules and to follow the direction of Club staff. Children are not permitted to put their hands on another child or staff members and must speak kindly to their peers and counselors using acceptable language. We will communicate to you if there is an issue where there is a violation of our expected conduct and behavior. Members who fail to conduct themselves with courtesy and respect may lose their membership privileges, including being asked to take a few days off from attending the program.

Club Staff are not to engage in activities with youth attending the Club during after-hours (in-person, virtually). Staff are not allowed to transport members in their personally owned vehicles. If a concern arises, please contact Stephanie Urio, Director of Programs and Professional Development immediately.

Child Illness

If a member is absent from school due to illness, he or she may not attend the Club that day. If a member becomes ill while at the Club, the parent/guardian will be called and be required to pick up the sick child as soon as possible. A child must remain out of the Club until he/she is symptom-free for 24 hours unless a doctor's note is provided which states that the child is 1) not contagious and 2) can participate in programs with other children.

Attire

Children should wear sneakers and comfortable clothing every day so that they can safely participate in our sports and fitness activities. Only youth wearing sneakers will be allowed to play in the gymnasiums.

Personal Belongings

The Club is not responsible for lost, stolen or broken property. We ask that personal items (toys, games, dolls, etc.) not be brought to the Club. If a child brings personal items, we will ask that they remain in their backpacks. All property brought to the Club should be properly labeled with the child's name.

Cell Phones

We discourage the use of mobile phones or other personal technology for our K-5 members. Children miss out on the physical, social, and educational opportunities provided at the Club if they are distracted by mobile devices. K-5 Members with cell phones may not use their phones during the program, except for designated times that we will allow them time to check their phones.

Snack

Good nutrition is an important part of leading a healthy lifestyle. Each afternoon, the Club offers an afternoon snack. Children should bring a refillable water bottle with them every day.

Birthdays

Celebrating birthdays at the Club is always special. If you would like to provide a special treat on your child's birthday, we ask that the items be store-bought, label included, and must be peanut/tree nut free, and paper products are also provided. Please check with Maria regarding how many children are in your child's group.

Pizza

We offer pizza for purchase that will be served each Friday.

Each Friday when the K-5 program is open for regular operations, we will serve pizza to our members from Locust Valley Pizza. Pizza is served at around 4pm. The fee for this program is \$70 for the year for one slice (\$140 for the year for 2 slices). We do not prorate the program, nor provide refunds for missed Fridays.

Club Closure Days

The Club is CLOSED on the following days:

- October 12, 2026 (Columbus Day)
- November 11, 2026 (Staff Training)
- November 26-27, 2026 (Thanksgiving Break)
- December 23, 2026- January 3, 2027 (Holiday Break)
- January 18, 2027 (Martin Luther King Jr. Day)
- February 15, 2027 (Presidents' Day)
- February 19, 2027 (Staff Training)
- March 25-26, 2027 (Staff Training)
- May 31, 2027 (Memorial Day)
- June 18, 2027 (Juneteenth)

School's Out but the Club is In

We are open on specific days from 8:00 a.m. – 5:30 p.m. (*Additional days may be added based on LVCSD calendar). K-5 Afterschool Elementary Enrichment Participants: \$20/day. All other active members (K-5th Grade) \$40/day. Registration in advance is required.

- September 21, 2026
- November 3 & 25, 2026
- December 11, 2026
- March 29-30, 2027
- May 28, 2027

All active members in grades K-5 may register for Vacation Camp. The Daily Rate is \$30/day. Hours are 8:00 a.m. – 5:30 p.m. Field trips are offered at an additional registration and fee. Registration in advance is required.

- Winter Break Camp-February 16-18, 2027
- Spring Break Camp- April 22-30, 2027

Parent Committee/Volunteers

Throughout the year, we host Club-wide special events (Day for Kids, Thanksgiving Dinner, Holiday Party, Pancake Breakfast) where we may need parents to volunteer. In addition, we are always looking for volunteers for homework help, guest readers, and other regularly scheduled activities. If you are interested in joining the Parent Committee or to be a class parent, please contact Michelle Gallucci at michelle.gallucci@gbbgc.org.

Parent Acknowledgement

By receiving this copy, parents acknowledge and agree to the policies and procedures outlined. As updates occur, parents will be notified of changes.

Thank you for being a partner with us so that we all have a great and safe afterschool program!