



**SUMMER ENRICHMENT PROGRAM**  
**Child & Parent/Guardian Handbook**  
**Boys & Girls Club of Greater Waterbury**  
**1037 East Main Street ♦ 203-756-8104**  
**Summer 2023**



**BOYS & GIRLS CLUB**  
**OF GREATER WATERBURY**

## **Introduction**

This Handbook is designed to inform members and parents/guardians of the policies and procedures of the Boys & Girls Club of Greater Waterbury Summer Enrichment Program. It contains rules by which the Club operates and helpful hints that will make everyone's experience more enjoyable. Each member and parent/guardian should review this Guide as a condition of membership.

The Boys & Girls Club is a non-profit youth organization that seeks to help children from all backgrounds develop the qualities needed to become responsible citizens and leaders.

The purpose of the Club is to promote character development in young people by instilling a sense of competence, usefulness, belonging and influence with each member.

*The Boys & Girls Club of Greater Waterbury's Summer Enrichment Program is a licensed day camp under the State of Connecticut Office of Early Childhood.*

## **Enrollment**

The Summer Enrichment Program is open to youth ages 6 – 14 years old. Children must be 6 years old as of June 1<sup>st</sup> of that year and may not have turned 15 years old as of July 1<sup>st</sup> of that year. A parent or legal guardian is required to register children. Registration and payment must be completed in person at the Club. All registration forms must be completed in full or will not be accepted. Registration must be made prior to the first day of any session; registration for a particular session will not be accepted during that session. The information requested is necessary for safety and for purposes of funding that supports the Club.

The Summer Enrichment Program is open to all youth without regard to race, color, religion or national origin.

## **Fees**

Fees are determined annually. The Program includes seven (7) one-week sessions. Children may attend as many sessions as they choose. There are no discounts for multiple week registration. Fees will not be pro-rated; the weekly fee applies regardless of the number of days attended.

Fees include the Summer Enrichment program, all activity costs, program t-shirt (1) and daily breakfast and lunch. The weekly fee may be adjusted for the 4<sup>th</sup> of July Holiday when the Club is closed.

Campership awards and other scholarships may be available to those eligible. Please see the front desk for information. The Summer Enrichment Program does not currently accept Care4Kids.

\*Attending the Boys & Girls Club of Greater Waterbury is a privilege and should be treated as such. All children are subject to Club's discipline policy. No refunds will be given in cases of expulsion from the Summer Enrichment Program. *See Discipline Policy*

## **Hours of Operation**

The hours of operation for the Summer Enrichment Program are 7 am – 5 pm. Administrative hours are from 9:00 a.m. to 5:00 p.m., Monday- Friday. Registration, however, will be accepted between 9:00 am – 12:00 noon ONLY.

\*The Club reserves the right to change its hours and days of operation based on need and/or economic circumstances. If such changes occur, parents will be notified in advance. Additionally,

there may be days when it is necessary to close due to unforeseen circumstances such as emergency repairs, inclement weather, etc.

### **Remind.com**

The Club uses a text notification system called Remind. All parents/guardians **must** complete the Updated Information Form annually and provide a cell phone number (or of a phone capable of receiving texts) to receive important messages from the Club including those pertaining to closures and emergencies.

After registration, you will receive a text asking you to opt-in – you **must opt-in**.

### **Holidays**

Camp at the will be closed on the 4<sup>th</sup> of July and/or the observed holiday. Session fees may reflect the holiday.

### **Safety**

Ensuring our members' safety is fundamental to our Mission. The Boys & Girls Club staff, Board of Directors and volunteers work every day to create a safe, fun environment so that all kids can have every opportunity to be successful in life. We have zero tolerance for inappropriate behavior from any person of any kind, including child sexual abuse or misconduct, and we put resources behind that stance. In creating a culture of safety at the Club, we have a series of policies, procedures, programs and trainings designed to promote child safety. Questions and concerns should be brought to the attention of the Executive Director and/or the Director of Operations promptly. The Club's safety policies and procedures are available upon request.

### **Drop-off & Pick-up Procedure**

All parents/guardians are required to enter the building to drop off and pick up their child. All children **must be signed in and out**

daily. The front desk will notify the child that it is time to leave; parents/guardians may not go into the program areas to find their child. Parents/guardians must remain at the front desk until their child appears. Children will not be allowed to wait outside to be picked up or leave the building unaccompanied.

No children are allowed at the Club unless they are signed in and participating in Club activities. Campers should **not** be dropped off prior to the opening of the Club, as the Club cannot be held responsible for the supervision of such youth.

Please utilize marked spaces within the parking lot and remember that there is NO parking in handicap spots. Please do NOT block the entrance to the club or park in a manner that prohibits others from leaving. Please be courteous of our neighbors – do not block passage on the street and do not park in their driveways. These procedures are designed for the safety of all users and to minimize potential problems that might occur with the shared use of the parking lot.

### **Pick-Up Policy and Late Pick-Up Fee**

Please remember that Summer Enrichment ends daily at 5 pm. All children must be picked up on time. **A late pick-up fee of \$15 will be charged per child for every half hour you are late.** This fee will apply immediately after closing. After one hour, without contact from a parent or guardian, the authorities may be notified. Staff will collect and issue a receipt for any "babysitting fees." **Children may not return until these fees are paid in full.** If you are late more than 3 times, you must schedule a meeting with the Camp Director before your child may return. **Remember:** Only those people listed on the member registration form as authorized to pick up will be allowed to pick up your child. Please list at least 2 additional people besides yourself.

### **Illness Policy**

As soon as signs of illness are identified, the parent/guardian will be contacted and will be required to pick up their child within one hour.

If greater than one hour passes, our standard babysitting fee will be charged. This is not only for the comfort and safety of your child but the well-being of all of our members. *Staff is not permitted to administer medication to youth.*

Any changes to Emergency Contact Information must be provided to the Club in writing immediately.

### Medicine

If your child requires an epi-pen or inhaler, a completed Authorization for the Administration of Medicine form must be submitted with the medication. Children requiring these medicines may not attend without one of these properly completed forms. The Boys & Girls Club does not accept or administer any other medications. We will, however, make reasonable accommodations for a parent or guardian to come administer any other needed medications. We must know of any medications your child takes, even at home, in case of emergency. Please note that we are not a peanut-free facility.

### Covid – 19 Policies & Procedures

The Boys & Girls Club of Greater Waterbury will continue to work hard to ensure that we fully comply with any directives of the City of Waterbury, State of Connecticut and Center for Disease Control. If directives and mandates are issued, the Club will adapt to comply. Please note that these directives and mandates may impact whether and how the Summer Enrichment Program operates.

- Staff, children, parents/guardians and visitors are asked to support the Club in providing a safe space for our members and staff by fully complying with our directives
- Common sense should always prevail – **please do not send your child to the Summer Enrichment Program if he/she is sick for any reason.**
- Parents/guardians must inform the Club of any changes to their child’s health or community exposure

- Though not required, children may wear cloth face coverings at their discretion or at the of their parent/guardian. The Club will have masks available.
- We will continue to implement hand washing hygiene and to have alcohol-based hand sanitizer on hand.
- We will continue to implement respiratory hygiene:
  - Staff will cover coughs and sneezes with tissues or the corner of the elbow;
  - Children, when appropriate, cover coughs and sneezes with tissues or the corner of the elbow;
  - Dispose of soiled tissues immediately after use.
- All children are expected to follow Club policies surrounding behavior, hygiene, health practices, social distancing, and any other mandates or recommendations implemented by the Club.

We look forward to seeing your children this summer. We thank you for your patience and understanding during this very trying time. Stay safe and healthy.

### Toilet Training

The Boys & Girls Club of Greater Waterbury does not accept children for summer camp who are not 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. From time to time, however, accidents may happen. In the event of an accident, you can expect these procedures to be followed:

- Club staff provide clean clothes for the child to wear while waiting for their parent to arrive.
- Parents will be notified immediately through the contact numbers provided on the child’s registration. Children will be kept by the front desk until the parent arrives.

- Parents are expected to respond as quickly as possible and to bring clean, dry clothing for their child or take their child home.
- Huggies®, Pampers®, or any other type of diaper or “pull up” are not acceptable undergarments and will be taken as a sign that a child is not toilet trained.
- Any child who has more than two toilet accidents during summer camp will be considered not toilet trained and will not be allowed to participate in Club activities for the remainder of summer camp.

### **Attendance**

Please notify us if your child is not attending on a given day. Refunds will not be given for unattended days.

### **Personal Belongings**

**All personal belongings brought to the Club by a child are the responsibility of that child. The Club is NOT responsible for lost, damaged, or stolen items.** Please discourage your child from bringing anything to the Club that is not completely necessary. Items that your child brings to the Club should be clearly marked with their name. Items that are not collected from our lost-and-found in a timely fashion will be donated to a local charity.

- **Cell Phones and Other Personal Devices**

Camp strongly discourages children from bringing cell phones, personal gaming and music devices (such as IPODS, Game Boys, Nintendo DS) to the Club or any related activities or field trips. If they are brought to the Club, **they may not be taken out of the camper’s bag while at the Club.** Parents and children are to be reminded that we clearly state in this Handbook that we are not responsible for any personal property brought to the Club. If such devices are brought they are not to be used without the expressed consent of the Staff and are to be turned off when not in use and are NEVER to be taken in the locker rooms or restrooms or used in

rooms where staff members are not present. Staff has the right to confiscate any device at any time the student abuses the regulations for its use. We cannot guarantee the safe keeping of confiscated equipment.

Children are not allowed to take any pictures of any other members without parental or guardian permission.

Any inappropriate texting or sexting (inappropriate picture mail) is illegal and will be investigated and the incident will be turned over to the proper authorities.

### **Phone**

The phone at the Club is a business phone. **Children may call for an emergency** after first requesting permission from a staff member. The use of the phone is a privilege and any child who abuses this privilege will be subject to disciplinary action from a staff member.

### **Visitors**

All visitors are required to check in at the front desk. We ask that any visits do not disrupt scheduled programming.

### **Participation/Programming**

Children are required to participate and stay within their program/group at all times.

### **Supervision**

Club staff are trained Youth Development Professionals and have undergone background checks and extensive training. A staff member(s) will oversee each age groups. Please take the time to remind your child of the need to follow Club rules and directions at ALL TIMES.

### **Discipline Policy**

The Club strives to keep the consequences for unacceptable behavior clear, appropriate, timely and consistent. The safety of all children is of utmost importance to us. Our standards, along with the expectation that all members use good common sense, exist to ensure that your child and every other child at the Club can safely enjoy camp activities. Any child who disrupts programs or creates a dangerous situation will be disciplined appropriately. Children who do not follow rules can expect to lose privileges and face consequences. First-time offenses are never excused as such and will be handled based on their severity. Our staff makes every possible attempt to resolve discipline problems in a positive and constructive manner. At times, if necessary, discipline may include being written up or suspension. If asked to come and pick up your child, you must do so within one hour or our standard "babysitting fee" will be charged. **Children restricted or expelled for behavioral reasons will not be granted a refund.**

### **Suspension**

Violation of Club Rules and Regulations may result in a discipline ranging from a warning or time-out to a written warning and/or meeting with the parent/guardian to suspension or even expulsion from the Club depending on the severity of the offense. It is up to the discretion of the Camp Director, if they determine the circumstances have compromised the safety of the members or staff.

### **Rules and Regulations of the Summer Enrichment Program**

1. All children must be signed in and out of the Club daily.
2. All staff is authority and should be treated as such. Disrespect for staff and other members will not be tolerated.
3. Profanity, arguing, fighting, and rudeness are not acceptable.
4. Bullying will not be tolerated.
5. Possession/use of alcohol, tobacco, drugs or weapons on Club property or at any field trip location will not be tolerated.
6. Horseplay or any unsafe behavior is not permitted.

7. Destruction of Club, a field trip facility, staff, another child's property will not be tolerated.
8. Children are not allowed in any area where there is no staff supervision.
9. The Club is not responsible for any personal property that children bring to the Club.
10. Cell phones are not to be used during camp hours and may be taken away if used inappropriately. If taken away, parents may pick up the cell phone at the front desk as their child checks out.
11. No eating or drinking in the gym – Except water.
12. No smoking or drinking alcohol inside the Boys & Girls Club or anywhere on Club property – this applies to everyone, including parents/guardians and visitors.
13. Children are not allowed to wait outside for their parents.
14. Children must stay with their groups on all field trips and club activities.
15. Club phone is for emergency use.
16. Do not bring any personal electronic devices, i.e. PSP's, DS's, Game boys, etc. or other toys. We are not responsible for any lost or stolen equipment.

### **Bullying Prevention**

The Boys & Girls Club of Greater Waterbury is committed to providing all members with a safe and civil environment and will not tolerate any form of bullying at any Club activity on or off Club property.

Bullying shall mean any written, electronic, verbal, physical or social act that willfully harms another. Aggravated bullying shall mean willful harm motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, mental disability, physical disability, appearance or socioeconomic status.

Staff and volunteers who observe an act of bullying will take immediate, appropriate steps to intervene. If the staff member or volunteer believes his/her intervention has not resolved the matter,

he/she shall report it to his/her supervisor and document the incident in writing and the parent or guardian of any child who was observed as a victim or perpetrator of bullying will be informed. Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remedy the impact on the victim and change the perpetrator's behavior.

## **Youth Safety**

### **Interactions between Employees or Volunteers and Youth**

Research shows many cases of organizational abuse occur off-site and outside of regularly scheduled activities. Therefore, the Boys & Girls Club prohibits interaction between employees and volunteers and the Club's After-School members, summer program participants and other youth it serves outside of the Club or the Club's regularly scheduled activities, except in cases of a preexisting familial or social relationship (i.e., children are friends at school, families attend same religious institution) or the parent/guardian has authorized the outside interaction in writing and will be present during that outside contact (i.e., a birthday party or sporting event).

If there is a pre-existing social or familial relationship, the employee or volunteer shall maintain appropriate professional boundaries with that youth(s) while in Club programming.

Employees and volunteers shall notify the Executive Director or Director of Operations in writing of the nature of the pre-existing social or familial relationship. The written notice shall be placed in the youth's file and shall be confirmed by the parent/guardian also in writing.

Examples of contact outside of regularly scheduled program activities:

- Babysitting arrangements
- Tutoring
- Private lessons/coaching
- Mentorship

- Social interactions between employee's or volunteer's children and children served by the organization:
  - Playdates and birthday parties
  - Sleepovers
  - Overnight trips and vacations
  - Rides to/from organization or extracurricular activities and events
- Attending public events in a shared community (like graduation, sports events, religious ceremonies)
- Continued contact with youth after a youth's participation in a program has ended

### **Mandated Reporting**

In accordance with the laws of the State of Connecticut and the policies of the Boys & Girls Club, every staff member or volunteer of the Boys & Girls Club of Greater Waterbury who becomes aware of or has suspicion of child abuse or neglect **shall immediately** report to Club leadership **and** to the appropriate authorities according to Connecticut mandated reporting laws. Leadership must report to Boys & Girls Clubs of America (BGCA) within 24 hours via the critical incident system.

All Boys & Girls Club staff are trained annually on child abuse and grooming prevention, how to identify "red flag" behaviors and mandated reporting.

### **Expectations of Our Children**

1. Be respectful of everyone. Listen to staff and volunteers.
2. Follow all Rules and Regulations.
3. If there is not a staff person in an area, then stay out of that area!
4. Never leave the Club or a field trip or other activity without permission.
5. Help to keep our building clean and take care of our equipment.
6. If you have a problem of any kind, talk to a staff person.

7. Try to bring a smile every day, a positive attitude is contagious.
8. **HAVE FUN!**

### **Expectations of Our Staff**

1. Treat everyone fairly and consistently and in a professional manner.
2. Required to document any violation of policy and rules.
3. Notify parents of any violations of Club policy and rules.
4. Be here because they care about our children.
5. Be cheerful and treat every child with dignity and respect.
6. Be good role models.

### **Expectations of Our Children's Parents/Guardians**

1. Be supportive of our staff. If you have an issue with a staff person, notify the Camp Director to schedule a time to discuss the issue with the staff person.
2. Absolutely **NEVER** confront a camper who is not your own child! If you have a concern with one of our camper's behavior, notify the Camp Director and we will handle it. Treat the other members as you would want your child treated and remember they are still kids.
3. You are responsible for any damages that your child may intentionally or unintentionally cause to Boys & Girls Club or another child's property.
4. Pick up your child on time.
5. Do not smoke or drink anywhere on Boys & Girls Club property, including the parking lot.
6. Reinforce Club rules and regulations with your child.

### **Acceptable Technology Use Policy and Responsible Use Guidelines**

The Club is committed to providing a safe use of technology and online safety for members, summer program participants, staff and

volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

### **CLUB MEMBER USAGE**

Under the Technology Acceptable Use policy, the following relevant principles shall apply:

**Club devices** shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

**Personally-owned devices** shall include any and all member-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images. Unless explicitly allowed, all members are banned from using any kind of personally-owned device at the Club.

**Club purposes** shall include program activities, career development, communication with experts and/or Club peer members, homework and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

**Authorized use:** Club devices and personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club devices or personally owned devices in locker rooms, restrooms and other areas where there is an expectation of privacy.

**Appropriate use:** Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass or annoy their peers or others in their community. Any inappropriate use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of



membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

**Monitoring and inspection:** The Club reserves the right to monitor, inspect, copy and review any personally owned device that is brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally owned devices to the Club in the future.

**Loss and damage:** Members are responsible for keeping devices with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse or theft of any personally owned device brought to the Club.

Any inappropriate or unauthorized use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes but is not limited to the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language or images typed, posted or spoken by members;
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment;

- Personal attacks, including prejudicial or discriminatory attacks;
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others;
- Knowingly or recklessly posting false or defamatory information about a person or organization; or
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a member is told to stop sending communications, that member must cease the activity immediately.

### **Cyberbullying**

Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites or fake profiles.

Members may not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco or other drugs; engaging in criminal activity; or threatening the safety of

another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

### ***Monitoring and inspection***

The Club reserves the right to monitor, inspect, copy and review files stored on Club-owned devices or networks. In addition, the Club reserves the right to inspect and/or review personally owned devices that are brought to the Club.

Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections but the member may be barred from bringing personally owned devices to the Club in the future.

### ***Internet access***

Personally-owned devices, if allowed, used at the Club must access the internet via the Club's content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. The Club reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks or other services. Members must follow Club procedures to access the Club's internet service.

### ***Loss and damage***

Members are responsible for keeping their personal device in their bags or with them at all times. Staff are not responsible for the security and/or condition of the member's personal device. Furthermore, the Club shall not be liable for the loss, damage, misuse or theft of any personally owned device brought to the Club.

### ***Parental notification and responsibility***

While the Club's Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might

not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for the Club to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

### ***Digital citizenship***

Club members shall conduct themselves online in a manner that is aligned with the Club's Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates the Club's Code of Conduct, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

### ***Club-owned-and-operated technology***

Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

### ***Digital citizenship and technology safety training***

All members who wish to use a Boys & Girls Clubs device or equipment will be required to successfully complete a BGCA-provided digital citizenship and technology safety training. This training is required for all members annually.

