



SUMMER ENRICHMENT PROGRAM
Child & Parent/Guardian Handbook
Summer 2018



BOYS & GIRLS CLUB
OF GREATER WATERBURY

Introduction

This Handbook is designed to inform children 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 child 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 1st of that year to attend Camp. 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.

Membership and participation is open to all youth without regard to race, color, religion or national origin.

Fees

Summer program 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 may not be pro-rated; the weekly fee applies regardless of the number of days attended.

Fees include the enrichment programs, activity costs and daily breakfast and lunch. The weekly fee may be adjusted for the week of July 4th if the Club is closed for the holiday.

Campership awards may be available to those eligible. Please see the Director for information. The Enrichment Program **does not** 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 Monday – Thursday, 7am – 5pm. All children must be at the Club by 9am daily. Administrative hours at the Club are from 9:00 a.m. to 5:00 p.m., Monday- Friday. Registration, however, will be accepted Monday – Friday between 9:00 am – 2:00 pm 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 the Club due to unforeseen circumstances such as emergency repairs, inclement weather, etc.

All parents/guardians **must** 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.

Holidays

The Club will be closed on the 4th of July and/or the observed holiday. Session fees will reflect the holiday.

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. Children 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 use 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 the program opens at 7am and ends at 5pm. All children must be picked up on time. **A \$15/hour fee will be charged for early drop-offs and late pick-ups.** This fee will apply immediately after closing. (ie., 1 – 30 minutes early/late = \$15; 31 – 60 minutes early/late = \$30, etc.) 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 Director before your child may return.

Remember: Only those people listed on the child’s registration form contact list will be allowed to pick up your child. Please list at least 2 additional contacts 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.

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**

The Club 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 child'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.** 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

Our staff is trained Youth Development Professionals and have undergone background checks. 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, and timely. 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 all 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 Director, if they determine the circumstances have compromised the safety of the members or staff.

Rules and Regulations of the Club

1. All children must be signed in and out of the Club.
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 campers bring to the Club.
10. Cell phones are not to be used during Club 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. We are not responsible for any lost or stolen equipment.

Expectations of Our Children

1. Be respectful of everyone. Listen to staff and volunteers.
2. Follow all Club 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 other Club 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 Parents/Guardians

1. Be supportive of our staff. If you have an issue with a staff person, notify the Director to schedule a time to discuss the issue with the staff person.
2. Absolutely **NEVER** confront a child who is not your own child! If you have a concern with one of our children's behavior, notify the 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's computers and Internet access are available to members to enhance their educational experience and become literate in an

increasingly technological world. The purpose of this policy and these guidelines is to foster the appropriate use of the Internet as well as other technology devices while at the Club.

- **Educational Purpose**

The Club's computers are for educational purposes limited to classroom activities, career development, independent scholastic research on appropriate subjects and staff supervised activities only.

They are not for our members to use as a public access service or public forum. The Club has the right to place reasonable restrictions on the material accessed or posted through the system. You are also expected to follow the Club's behavior standards when accessing the network.

Computers may not be used for commercial purposes. This means you may not offer, provide or purchase products or services through this network. Computers may not be used for political purposes but may be used to communicate with elected representatives and to express yourself on political issues.

- **Unacceptable Use**

You will not post personal contact information about yourself or other people. Personal contact information includes but is not limited to home, school, or work addresses or telephone numbers.

You will not agree to meet with someone you have met on-line without your parent or guardian's approval. A parent or guardian should accompany you to this meeting.

You will promptly disclose to the Director or staff any message that you receive that is inappropriate or makes you feel uncomfortable.

- **Respect for Privacy**

You will not re-post a message that was sent to you privately without permission of the person who sent you the message.

You will not post private information about another person.

- **Inappropriate Access to Material**

You will not use the Club's computers to access material that is profane or obscene (pornographic), that advocates illegal acts, or that advocates violence or discrimination toward other people (hate literature).

If you mistakenly access inappropriate information, you should immediately tell the Director or staff. This will protect you against a claim that you have intentionally violated this policy.

Your parent or guardian should instruct you if there is additional material that he or she thinks would be inappropriate for you to access.

- **Illegal Activities**

You will not attempt to gain unauthorized access another's computer system through the Club's computers. This includes attempting to log on through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing".

You will not attempt to make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

You will not use the Club's computers to engage in any illegal act, including but not limited to arranging for the purpose or sale of drugs or alcohol, engaging in criminal activity, or threatening the safety of another person.

- **Inappropriate Language**

Restrictions against inappropriate language apply to public messages, private messages, and materials posted on Web pages. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful forms of communication. This applies to verbal and written language, diagrams, photographs, representations, videos or any other form of communications.

You will not post information that could cause damage or danger of disruption.

You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending him or her messages, you must stop.

You will not knowingly or recklessly post false or defamatory information about a person or organization.



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ACKNOWLEDGMENT

I, _____, have read the Boys & Girls Club of Greater Waterbury's Summer Enrichment Program's *Child & Parent/Guardian Handbook*.

I understand of what is expected of my child and of me (parent/guardian) while he/she is at the Club. I agree to explain the *Handbook*, including the rules, with my child so that he/she will understand what is expected of him/her. I understand that, in the event my child does not abide by the rules, he/she may be subject to discipline.

I further understand that my child may not always get to be with his/her siblings of another age while at the Club.

Parent / Guardian Signature

Print Name

Date

I, _____, have read, or someone has read to me, the Boys & Girls Club of Greater Waterbury's Enrichment Program's *Child & Parent/Guardian Handbook*.

I understand of what is expected of me when I am at the Club. I agree to follow the rules of the Club and I understand that if I do not follow by the rules, I may be subject to discipline.

Child (camper) Signature

Print Name

Date

A separate Acknowledgement is **required** for every child in the family.