



**SUMMER ENRICHMENT PROGRAM**  
**Child & Parent/Guardian Handbook**  
**Boys & Girls Club of Greater Waterbury**  
**1037 East Main Street ♦ 203-756-8104**  
**Summer 2020**



**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. Extended care is an additional charge and will not be pro-rated.

Fees include the Summer Enrichment program, all activity costs, 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 Camp Director 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 – 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 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**

Camp at the will be closed on the 4<sup>th</sup> 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. 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.

## 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**

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, 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.

## **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'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 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 Camp 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 Camp 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.

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.

- **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.

