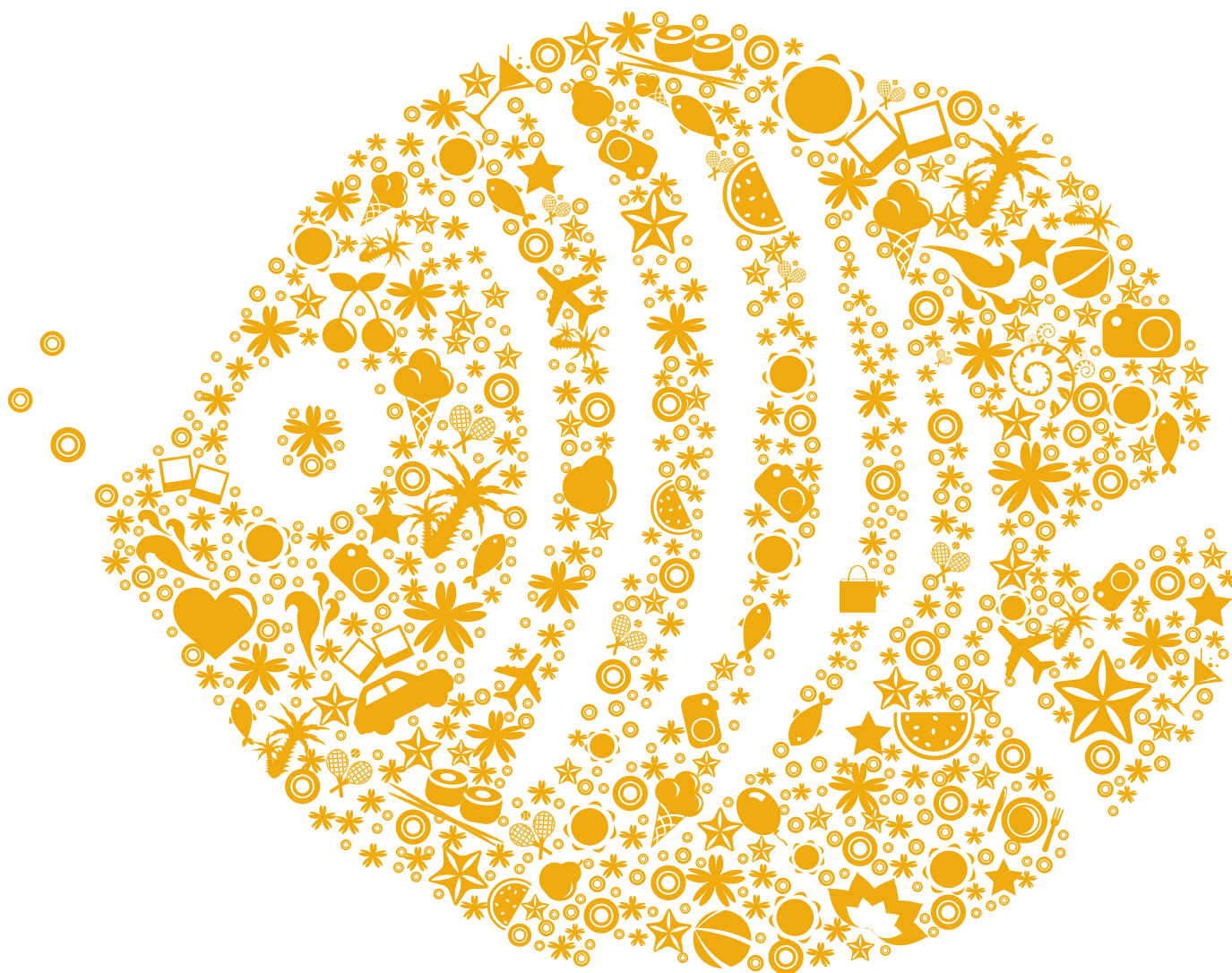




BOYS & GIRLS CLUB
OF THE LOWER NAUGATUCK VALLEY
RAYMOND P. LAVIETES CLUBHOUSE

JUNE 17-AUGUST 23, 2019



SUMMER CAMP PARENT HANDBOOK



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Staff Roster

Shaye A. Roscoe	Executive Director	Ext. 102
James Queen	Director of Operations	Ext. 101
Jennifer DeLeon, MSW	Unit Director	Ext. 118
Adam Manning	Program Director	Ext. 117
Lisa Smith	Membership Coordinator	Ext. 131

Club Mission

To provide, in a safe environment, programs that inspire, educate, guide, and enable all young people, especially those who need us most, to realize their full potential as productive, responsible, and caring citizens.

Vision Statement

To provide a world-class Club experience that encourages leadership, academic success, good character, citizenship, and healthy lifestyle.

Core Values

The following core values exemplify our mission: trustworthy, respectful, inspired, dependable, and enabled.

History

- Established in 1926 as the Community Building Association
- Incorporated as a Boys Club in 1956
- Merged with the Community Center in 1969
- Girls admitted as full-time members in 1980
- Name changed to reflect service increase to the entire Valley in 1993 to Boys & Girls Club of the Lower Naugatuck Valley
- Opened new Clubhouse in Shelton June 1999
- Opened new Clubhouse in Ansonia in May 2009

The Club is a non-profit (501)(c)(3), private organization for dues-paying members. Memberships are required to use the Club facilities.

Schedule and Cost

7:30-9	Drop Off
7:30-8:45	Breakfast
9-6	Program
6:00	Clubhouse Closes



Cost	\$175 per week for 5 Year Olds – 7 th Grade \$75 per week for 8 th Grade-15 Year Olds \$100 per week per child for Additional Siblings, higher cost prevails Sibling discount only applicable to 5 year olds-7 th grade rate. Weekly rate only, no daily rates.
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There is a \$25 late fee for payments received after 6 pm on Thursday the week before the child attends camp. The Club accepts personal checks, money orders, and cash. When paying with cash, please ask for a receipt. Be sure to write your child/children's names on all paperwork, including checks, or we will not know who to apply the payment to.

Pre-printed payment envelopes are available at the Information Desk. Use these for weekly tuition, bank, and trip payments. Please specify what each amount is for, what amount is for what child if there is more than one, and write both your full name and your child's full name.

Required for Registration

Registration is all online at www.BGC-LNV.org. Registration is not complete until payment and all necessary forms have been received. It is the parent's responsibility to follow up if they are unsure. **You will NOT receive confirmation of registration.**

Registration is not complete and child may not attend camp until we have ALL of the following:

- Completed online registration at www.BGC-LNV.org
- Completed physical form
- Valid Birth Certificate for all 5 year olds
- Completed Authorization for the Administration of Medicine form (for campers with epi-pen or inhalers). Children requiring these medications may not attend camp without this properly completed form.
- Care4Kids Child Care Certificate **or full tuition**
- Scholarship application (for those denied by or ineligible for Care4Kids)
- **Full week's tuition payment**

Care4Kids

Care4Kids applications can be found on the Care4Kids website at www.CTcare4kids.com, or you may call them at 888-214-5437. The Boys & Girls Club does not provide Care4Kids applications.

Parents/guardians must complete the Parent Provider Agreement before bringing it to us to complete our portion. When it is ready, we will call you to pick your form up so you can send it in. The Boys & Girls Club will not fax or mail any Care4Kids forms in. When registering, if you have not yet received your Child Care Certificate, the full weekly tuition amount must be paid, and the full weekly tuition amount must continue to be paid until the Child Care Certificate is received and reviewed by us. When the Child Care Certificate is received, parents must contact Lisa Smith, Membership Coordinator, to discuss the balance they will be responsible for paying. Care4Kids does not cover the entire tuition, and parents will be responsible for the balance. If there are any reimbursements due to you for payments made while waiting for Care4Kids, reimbursement will be made after Care4Kids reimburses our Boys & Girls Club. Please be patient as this reimbursement could take several months.

Payment Policies

As a non-profit organization, we are dependent on prompt payments from all our Club families.

Payment for summer camp is due by 6 pm on the Thursday before your child will attend camp. Any



payments made after this time are subject to a \$25 late fee. Nonpayment will result in a membership suspension from summer camp.

Bounced Checks

A fee of \$25 will be charged for each check written to the Club that is returned by the bank. If more than one check is returned within a calendar year, you will be required to pay with cash or money order for the remainder of summer camp.

Past-Due Balances

The Boys & Girls Club of the Lower Naugatuck Valley cannot carry past-due accounts. All current account balances must be cleared prior to registration for each new year before child is allowed to attend Summer Camp. Families are encouraged to make an appointment with the Unit Director to address financial issues in a confidential atmosphere.

Mass Communication Policy

Mass communications about our Clubhouse hours will be sent to parents through our e-mail newsletter. This includes information about our hours on any day that would prevent us from operating during our normal business hours, such as the hurricane of 2012. This e-mail newsletter is the only way we will be communicating with our parents. Please note that while we do submit our information to News Channel 8, we have no control over when the notifications are published. Also, News Channel 8 offers a pre-set menu to choose from, so we can't use their service if the circumstance is out of their menu parameters. To sign up for our e-mail newsletter, visit our website at www.BGC-LNV.org or fill out an e-mail newsletter card at our Membership Desk.

Camp Bank. The bank is available so children do not have to carry money with them. You can deposit money into your child's bank account in the morning or on a weekly basis. The bank will be located at the Membership Desk. The K-2nd Grade Program also has a bank in their room. Bank deposits must be paid separately from tuition and must be paid in cash.

Field Trips. Field trips require a permission slip. Permission slips are available on Fridays but will not be accepted until Monday. Permission slips without payment will not be accepted, nor will incomplete slips. All trips are first-come, first-serve; pre-payment will not be accepted. Permission slips for Wednesday trips are not accepted after Tuesday at 10 am. Handwritten permission slips will not be accepted. Verbal permission will not be accepted. Field Trips must be paid separately from tuition.

Camp Hours

Camp day begins at 7:30 am and ends at 6 pm. Do not leave your child on Club property before 7:30 am. Camp staff leaves and our building closes at 6 pm.

Late Pickup Policy

Once the camp day ends, our staff leave the building. We rely on our parents to pick their children up promptly. Should parents be late for any reason, the following policy will be in effect:

- \$10 from 6:01-6:15 pm
- \$5 for every 15 minutes thereafter
- Must be paid the next morning, or camper will not be allowed to attend camp. No exceptions.
- Repeated violations may result in termination of camp enrollment.



If a child has not been picked up within 15 minutes of our closing time, our staff will call the child's parents at all contact numbers listed in the child's registration. If they cannot be reached, staff will call the emergency and alternate contacts. When all avenues of reaching parents have been tried, emergency contacts have been called, and more than 1 hour passes, we have no other choice but to turn custody of the child over to the Shelton Police Department. Two staff members at least 18 years of age or older will remain with the child at all times.

Member Drop-Offs and Pick-Ups

- Drop off in the morning between 7:30-9 am.
- Parents must come in to the building to bring members in to check-in.
- Parents must come in to the building to retrieve their child upon pick-up.
- Sign children in at the Membership Desk. Once a child has arrived at camp, they may not leave camp grounds, even with parental permission (excluding field trips).
- Five year olds—2nd Graders sign in at the Membership Desk and parents/guardians are allowed to bring them into their designated room for drop off between 7am-9am. All drop offs occurring after 9am will take place at the Membership Desk. Parents/guardians must pick up at the Membership Desk.
- If you are picking your child up early, it is your child's responsibility to stay at the Club and tell their counselor—do not send your child on a field trip if he or she will be leaving early, because the trip members may not return in time.
- Parents must come in to the building to pick members up.
- Children are not allowed to wait outside or in the foyer for rides. Please park your car in the lined spaces (not in the front circle—this is a fire lane) and walk inside.

To help eliminate morning traffic jams at the Membership Desk, please:

- Take permission slips home on Friday for the following week.
- Fill out the permission slip at home and put it into an envelope with the payment (take some envelopes from the Membership Desk!), and hand it in on Monday morning.
- We will not accept permission slips or payments for trips until Monday.
- The Club accepts personal checks, money orders, and cash. When paying with cash, please ask for a receipt. Be sure to write your child/children's names on all paperwork, or we will not know who to apply the payment to.
- Take extra envelopes from the Membership Desk to fill out at home

Summer Camp Schedule Updates

Every Friday afternoon a schedule of the following week's events is available at the Information Center at www.BGC-LNV.org. If you would you like to get a weekly e-mail with the coming week's schedule, permission slips, and menu sent right to your inbox, email LavietesClubhouse@BGC-LNV.org with Summer Camp in the subject line.

Behavior Management

The Boys & Girls Club of the Lower Naugatuck Valley seeks to build a child's self-esteem by helping him or her develop self-control and responsibility for his or her actions. We never use physical or corporal punishment. To minimize the need for disciplinary action, a few simple rules are established at our Club. These rules set limits of behavior for the safety and protection of the children. We train our staff and volunteers to be firmly supportive and consistent in their approach. Our goal is to help each child achieve self-control.



We ask you to support us in encouraging positive behavior with all the children at our Club and to use appropriate language and attitude while visiting our Club.

Club Rules

- No leaving the Club without permission
- Respect is a must...no profanity, fighting, or rudeness
- No running, roughness, or horseplay
- You must take good care of Club equipment. If you break it, you will be asked to pay for it
- Keep your hands to yourself, no name calling or bullying
- No sitting on tables—including pool tables
- No hats
- No smoking, chewing gum, or gambling/trading
- No food outside of the food court
- Members must stay with their group
- No hanging around Club property
- HAVE FUN!

Termination Policy

If the following situations should arise, we may ask that your child be withdrawn from our program

- Verbal or physical abuse by your child to other children or staff
- Use or possession of alcohol, drugs, or any other illegal substance
- Possession of a weapon or any item which could cause bodily harm
- Defacing or destroying the Club's property. Members will be asked to pay for anything they break and will be suspended until payment is made.
- Disrespect or refusing to listen to staff
- Running/leaving the Club
- Not following transportation safety guidelines that could cause physical harm to himself/herself or other others

Discipline Process

- Verbal warning
- Time-out, written discipline notice
- Meeting with parent, written discipline notice
- Suspension without refund
- Expulsion without refund

If your child is suspended or expelled from the Club, it is expected that they will be picked up from the Club immediately

Visitors

In order to provide a safe environment for all members, all parents and visitors must check in at the Membership Desk. Parents are to remain at the Membership Desk while Club staff locates your child. All visitors must have permission to enter the Club, and acceptable attire and behavior are required to be permitted access to the Club and our activities. Any person not following the rules of the Club will be asked to control their behavior and/or asked to leave the building. If police are called to escort people from the building, that person(s) will not be allowed back into the building.

Breakfast & Lunch

Breakfast and lunch are provided free of charge. Campers who choose not to eat the free breakfast



and/or lunch, have the option of purchasing lunch from our café or must bring their own food from home; please label all your child's belongings with first and last names. **Please note we are not a peanut-free facility.**

Gym Rules

Sneakers must be worn in the gym. Good sportsmanship must be practiced at all times.

Personal Belongings

The Boys & Girls Club of the Lower Naugatuck Valley is not responsible for lost or stolen personal items, including, but not limited to: cell phones, iPods, iPads, lap tops, readers, headphones (which are not permitted to be worn or used at the Club), money, and clothing. To avoid items being lost or stolen, members are encouraged to leave all personal items at home. Lockers are available, just bring your own lock. Locks must be removed nightly.

Lost & Found

Mark every article of clothing, your child's backpack, lunch box, and all belongings with your child's first and last names. We have a lost and found area where items are stored for up to two weeks. Due to limited space, if items are not claimed, we will donate the unclaimed items to a community agency. Please check with your child before you leave the Club to ensure he or she has all of their belongings.

Smoke-Free Environment

Our Club is a smoke-free zone, and we maintain a smoke-free environment. We ask that you do not smoke at our Club, in our parking lot, or in the view of the children as you drop off or pick up your children.

Emergency Medical Procedure & Illness

In case of a medical emergency, a qualified staff member will attend to first aid as needed. Another staff member will notify the family of the child. For extreme emergencies, 911 will be called. An ambulance will take the child and a staff member to the nearest hospital. The child's emergency permission form will be brought with them. Another staff member will notify the family or alternate pick-up persons to meet the child at the emergency room.

In the event a child becomes ill while at the Club (including the discovery of head lice), parents will be notified and it is expected that parents will pick the child up within one hour of being notified. The Boys & Girls Club reserves the right to request a clearance from a doctor before a child returns to camp.

Head Lice Policy

The Boys & Girls Club of the Lower Naugatuck Valley has a no-nit policy. Any child with lice will be sent home and not allowed to return until a medicinal shampoo procedure is completed and their head is free of all nits. Children will be rechecked by a first aid certified staff member and will be sent home if any nits are found. We will hold random checks, performed by first aid certified staff, throughout the summer to ensure a nit-free environment for the health and safety of all Club members.

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 the Lower Naugatuck Valley does not accept children into membership 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. However, from time to time, accidents may happen. In the event of an accident, you can expect these procedures to be followed:

- Club staff will clean your child as well as possible and will 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 in the Director’s office until the parent arrives.
- Parents are expected to respond as quickly as possible and to bring clean, dry clothing for their child. If we provided clothing, parents are to launder it and return it the next day.
- 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. A pro-rated reimbursement for membership or program fees will be issued, as determined by the Club.

Fire Procedure

In the event of a fire, evacuation from the building will be through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the fire exit. The group will walk safely away from the building, and line up for attendance. The staff will immediately take attendance. Should it not be possible to return to the building, parents will be notified via cell phone to pick up their children.

Evacuation

In the event that the facility must evacuate, the children will be driven in the Club van to the nearest designated evacuation area, Shelton High School. Advanced contact has been made with the town’s Civil Preparedness unit, adding the Center to their list for emergencies. Notes will be posted to alert parents of the location of the children. Parents will also be notified by cell phone to pick up their children. Ratios will be maintained at all times and two staff will remain with the children until all children are picked up.

Child Abuse and Neglect Policies and Procedures

All of our staff have a responsibility to prevent child abuse and neglect of any children involved in our Club.

Definition

Child Abuse includes

- Any non-accidental physical or mental injury (i.e., shaking, beating, burning)
- Any form of sexual abuse (i.e. sexual exploitation)
- Neglect of a child (i.e. failure to provide food, clothing, shelter, education, mental care, appropriate supervision)



- Emotional abuse (i.e. excessive belittling, berating or teasing which impairs the child's psychological growth)
- At-risk behavior (i.e. placing a child in a situation which might endanger him by abuse or neglect)

Child Abuse is defined as a child who has had

- Non-accidental physical injuries inflicted upon him/her
- Injuries which are at variance with the history given of them
- Is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment

Child Neglect is defined as a child who has been

- Abandoned
- Denied proper care and attention physically, educationally, emotionally or morally
- Allowed to live under circumstances, conditions, or association injurious to his well-being (CT GS 46b-120)

Staff Responsibilities

As child care providers, we are mandated by law to report actual or suspected child abuse or neglect or the imminent risk of serious harm of any child.

**WE LOOK FORWARD TO A GREAT SUMMER
WITH YOU AND YOUR FAMILY!**