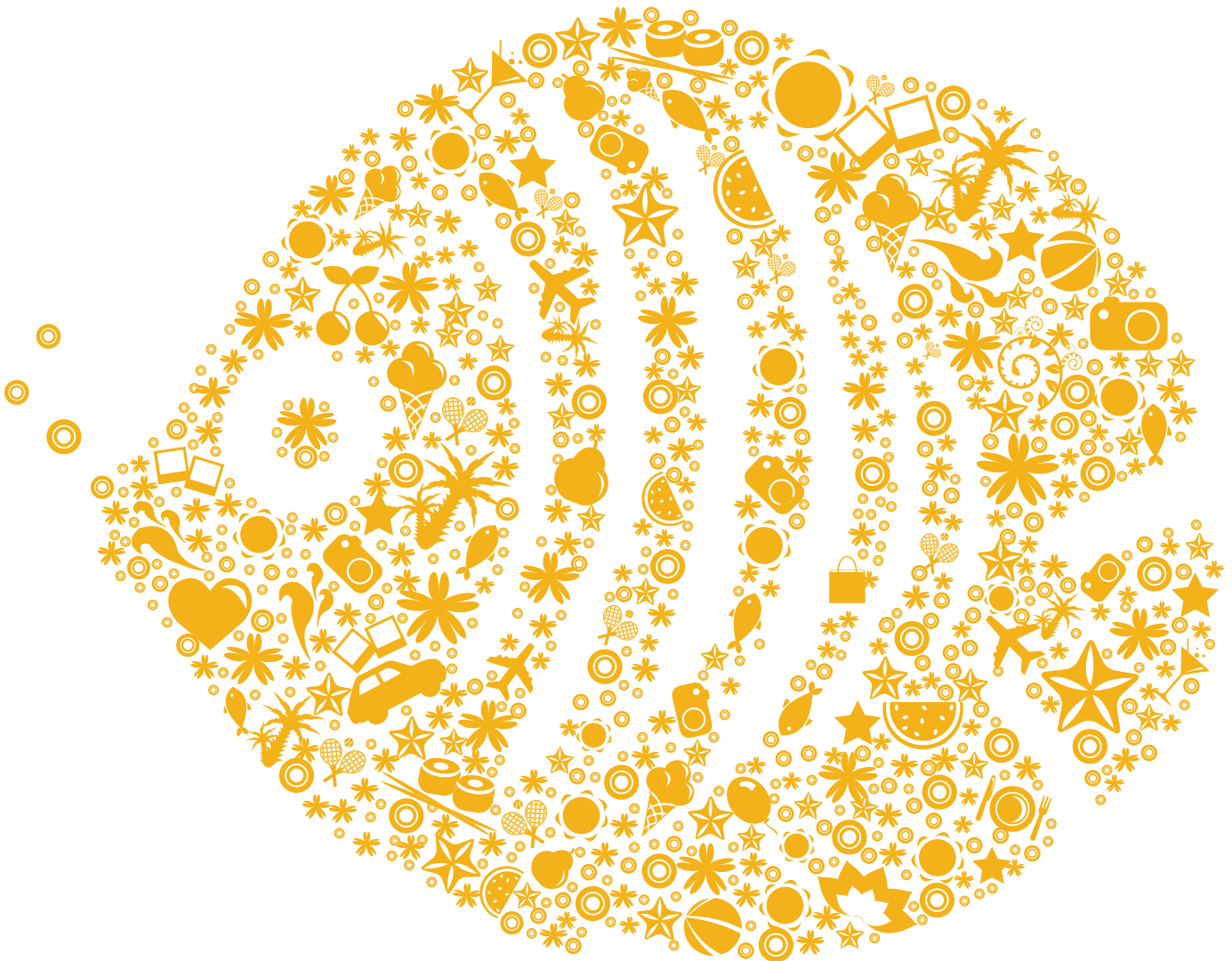




BOYS & GIRLS CLUB
OF THE LOWER NAUGATUCK VALLEY
RAYMOND P. LAVIETES CLUBHOUSE

JUNE 22-AUGUST 21, 2020



SUMMER CAMP PARENT HANDBOOK



Table of Contents

Staff Roster, Club Mission, Vision, Values, History	2
Schedule, Cost, Registration, Care4Kids.....	3
Payment Policies, Bounced Checks, Past-Due Balances, Mass Communication Policy, Camp Bank.....	4
Field Trips, Camp Hours, Late Pickup Policy, Drop Off & Pick Up	5
Schedule Updates, Behavior Management, Club Rules.....	6
Termination, Discipline Process, Visitors, Breakfast & Lunch, Gym Rules, Personal Belongings	7
Lost & Found, Smoke-Free Environment, Emergency Medical Procedures, Illness, Head Lice, Medication.....	8
Toilet Training, Fire Procedure, Evacuation	9
Child Abuse.....	10

Staff Roster

Shaye A. Roscoe	Executive Director	Ext. 102
James Queen	Director of Operations	Ext. 101
Jennifer DeLeon, MSW	Unit Director	Ext. 118
Jesse Patrick	Unit 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 am	Drop Off and Breakfast
9 am	Morning Announcements
7:30 am – 6 pm	Program
5:15 pm – 6 pm	Pick Up
6:00pm	Clubhouse Closes

Cost	\$185 per week for first child
	\$115 per week for each sibling

Payments are due by 4 pm on Thursday the week before the child attends camp. Payments may only be made with a credit/debit card online. No in-person payments will be accepted, no cash, no checks.

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**

The following must be read and agreed to upon registration:

- Informed Consent and Acknowledgement & Waiver of Liability
- Bring Your Own Device Acceptable Use Policy
- Summer Camp COVID-19 Handbook
- Summer Camp Parent Handbook
- Our Late Pickup Policy

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 4 pm on the Thursday before your child will attend 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. This e-mail newsletter is the only way we will be communicating with our parents. 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. Due to the restrictions, we are unable to provide a bank system, but if you would still like to provide your child with money (ie, ice cream man, vending machine, etc.) feel free to do so in a labeled, sealed envelope or Ziploc bag. Please note: we are not responsible for any lost or stolen money.

Field Trips. Due to the restrictions and limitations of COVID-19, we are unable to offer trips this summer. The COVID-19 limitation of only 10 children per bus would make the price unrealistic, and many attractions are not open. We look forward to offering trips again next summer.

Camp Hours

Camp day begins at 9:00 am and ends at 4 pm. Do not let your child out of your vehicle, before being cleared by a staff member upon drop-off. Please do not leave your child on Club property before 9:00 am. Camp staff leaves and our building closes at 4 pm.

Late Pickup Policy

Once the summer 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, there will be a \$15 late fee if you arrive between 4:01-4:15, and an additional \$5 will be charged every 15 minutes thereafter. This fee must be paid the next morning or the member will not be allowed to attend camp. No exceptions. Repeated violations could lead to 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

Standard drop-off time will be between 9:00-9:45 am. If you are dropping your child off outside this time frame, please call our Clubhouse—Shelton: (203) 924-9329.

- Parents drive up to car line and remain in your vehicle at all times with child(ren)
- Staff members will walk up to the car to conduct the Verbal Daily Health Screening (below)
- Child(ren) are to stay in the car until staff confirm they are cleared to attend camp that day.

Member Verbal Daily Health Screening

Parents are required to answer these questions daily prior to member leaving the car:

- Have you had fever, cough, sore throat, shortness of breath, vomiting, diarrhea, or a rash in the last 5 days?
- Have you been exposed to someone with COVID-19?
- Have you or has anyone in your household traveled internationally in the past 14 days or have you or anyone in your household had contact with anyone who traveled internationally in the past 14 days?

If the parent answers yes to any of these questions, the child will not be admitted into the program and will be asked to return when they are able to answer no. Once a member passes the verbal screening, the child may exit their vehicle for the temperature check.

If you need to drop-off or pick up your child off outside of the suggested time frames (9:00-9:45am and 3:15-4:00pm), you must call the Clubhouse at 203-924-9329, and a staff member will come out to retrieve or bring you your child.



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, 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

- Adherence to all COVID-19 Response Protocols
- 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
- No electronics usage in the gym
- 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

Breakfast & Lunch

Campers may have the free breakfast and lunch that are provided by our Boys & Girls Club, or they may bring their own food from home (please label all your child's belongings with first and last names). Food must be packed in a lunchbox with an ice pack. Members should bring their own water bottle with enough water to last the entire day. Refrigeration and microwaving is not available to members. **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 until the end of each week. 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.

*Please refer to our COVID-19 Parent Handbook for a full description of protocols surrounding Health Concerns (Sickness) During the Camp Day.

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!