

QUICK TIPS:

- **Clearly write your child's name** on all paperwork and possessions. (page 3)
- **Drop-off** begins no earlier than 7:30 am. (page 5)
- **Pick-up** by 6:00pm or *late pick up policy will be strictly enforced.* (page 4)
- **Field Trips** require a permission slip. (page 3)
- **Permission Slips** are available in the club after 2pm every Friday. (page 3)
- **Camp Bank** is available for all campers. (page 3)
- **Summer Food Program** available daily. Check the information table for menus. (page 6)
- **Gymnasium** - sneakers must be worn in the gymnasium at all times. (page 6)
- **Medications policy** (page 7)



PARENT HANDBOOK



BOYS & GIRLS CLUB
OF THE LOWER NAUGATUCK VALLEY

28 Howard Avenue
Ansonia, CT 06401
(203) 735 - 1200 Clubhouse
(203) 736 - 8675 Fax
www.bgc-lnv.org

Welcome!

At the Boys & Girls Club of the Lower Naugatuck Valley, this summer we will offer a ten week Summer Camp in our air-conditioned clubhouse at 28 Howard Avenue in Ansonia. Our camp is certified by the State of Connecticut, and our staff are certified in CPR and first aid.

Children are offered activities such as gymnasium games, arts & crafts, games room activities and tournaments, computer time and more. We offer optional weekly trips at an additional fee to fun locations. These trips are optional. Every Friday our campers enjoy a free cookout lunch, capped off with a camp special event afterward. Our Summer Camp Program culminates with an exciting talent show on the final day of camp!

Summer is a fun time at the Boys & Girls Club of the Lower Naugatuck Valley. We hope your children will join us this year!!



Breon Sanders
Unit Director



SCHEDULE

WEEK 1: June 10-14 (last day of school June 6)

WEEK 2: June 17-21

WEEK 3: June 24-28

WEEK 4: July 1-5 (closed 4th & 5th of July)

WEEK 5: July 8-12

WEEK 6: July 15-19

WEEK 7: July 22-26

WEEK 8: July 29- Aug 2

WEEK 9: Aug 5-9

WEEK 10: Aug 12-16



Medication Policy

The Boys & Girls Club staff does not administer or accept medications.

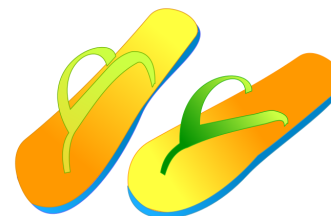
If your child needs to self administer inhalers or epi-pens, see Unit Director Breon Sanders for the required paperwork.

The Boys & Girls Club of the Lower Naugatuck Valley Joel E. Smilow Unit will make reasonable accommodations for the administration of any prescription or over-the-counter medications that a camper needs. The administration of these medicines must be done by a family member, certified nurse, or practicing doctor with prior approval from the Boys & Girls Club of the Lower Naugatuck Valley Joel E. Smilow camp director only.

Toilet Training Policy

It is the policy of the Boys & Girls Club not to accept children into membership that have not been toilet trained. It is the same policy that governs acceptance into public schools, which is designed not only to prevent “accidents and distractions” during the course of the day, but to ensure the well being, health, and self esteem of the child.

Any child who has more than two toilet accidents during a program season will be considered not toilet trained and will not be allowed to participate in club activities for the remainder of the program season. A pro-rated reimbursement for membership or program fees will be issued, as determined by the Boys & Girls Club.



Discipline Process

If your child has a behavior problem in camp the following procedure will apply:

1.) Verbal warning 2.) Time out 3.) Suspension

Please note, there is zero tolerance for fighting and stealing. Both will result in automatic suspension for the remainder of the camp season.

- Break it, pay for it! If your child breaks something because of neglect or destructive behavior, you are responsible for paying to replace that item.
- Please note that the club is a privately run corporation. We expect children to follow the rules and behave properly. The Boys & Girls Club reserves the right to expel a child for negative behavior without refunds.

Lunch & Breakfast

The summer food program will run this summer, serving both breakfast and lunch during camp. Check the information area in the club lobby for additional information regarding menus, etc. If your child chooses not to receive our breakfast or lunch, these meals must be provided by you. Refrigeration is available. Please put your child's lunch in a bag and label it with his/her name(s).

Gymnasium Rules

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

Illness Policy

In the event your child becomes ill during camp hours, a counselor will contact a parent, guardian, or emergency contact. It is expected that your child will be picked up within one hour of being notified. The Boys & Girls Club reserves the right to request clearance from a doctor before a child returns to camp.

In case of an emergency the camp will:

- Non-serious injury/event - First aid treatment by a counselor certified in first aid.
- Serious injury/event - Emergency medical treatment as needed, 911/hospital, contact parent, guardian or emergency contact.

TUITION PAYMENTS

Tuition payments for camp can be made in the form of cash, check, or money order. **We do not accept credit/debit cards. You CANNOT include a tuition payment and a field trip payment in one check.**

Weekly Cost: \$125.00 for 5yrs*-12 yrs
 \$75.00 for additional siblings 5yrs*- 12 yrs
 \$25.00 for 13-18 yrs

***Camper must have completed Kindergarten**

FIELD TRIPS

Field trips require a permission slip. Permission slips are available on Fridays but will not be accepted until Monday. Incomplete or permission slips without payment will not be accepted. **Payment must be made by check or cash only.** Trips are filled on a first come-first serve basis beginning on Monday morning the week of the trip with completed permission slip and payment. Permission slips for Thursday trips are not accepted after Wednesday at 9:30am. **Handwritten permission slips cannot be accepted. Verbal permission cannot be accepted.** All campers will be given a camp trip t-shirt when they register and pay for their first trip. Campers must wear this shirt to go on trips. ***Any member who isn't wearing their shirt on trip days will be given another shirt and billed for the cost. In the event there are no shirts available, your child will not be permitted to participate.*** Trip fees are non-refundable.

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 each morning or on a weekly basis. The bank is located at the front desk. ***Deposits to your child's bank may be made by CASH ONLY. We are not responsible for money your child carries themselves.***

Personal Items

Please neatly write your child's name on any belongings they bring to the club (sweatshirts, backpacks, lunch bags, etc.). Members should not bring toys, handheld video games, cameras or any other personal belongings to the club. These items attract attention and may be lost or stolen. **The Boys & Girls Club is not responsible for any personal belongings that are lost, damaged, or stolen at the club or any club affiliated activity.** Please encourage your child(ren) to follow this request.

Camp Hours

Camp day begins at 7:30am and ends at 6:00pm. Do not leave your child on club property any earlier than 7:30 am. Camp staff leave the building at 6:00pm. Please pick up your child(ren) before this time. **Late pick-up charges apply after 6:00pm, as stated on page 4.**

Late Pick up Policy

Our building closes promptly at 6PM. A \$20.00 late fee will be assessed every 15 minutes beginning at 6:01pm. This fee is due upon arrival the next morning or the camper will not be allowed to attend until the fee is paid.

2nd incident: Your child will not be able to attend the program for the following 5 days.

3rd incident - your child's membership will be terminated without refund. When all avenues of reaching parents/contacts have been attempted and more than 1 hour passes, we have no other choice but to turn custody of the child over to the Ansonia Police Department.

Registration Process

Drop Offs	7:30am - 9:00am
Program	9:00am - 6:00pm
Pick Ups	5:30pm - 6:00pm

DUE WHEN REGISTERING (your child is not considered registered until *all of the following documents are completed*:

- Completed on-line registration (www.bgc-lnv.com)
- **Full payment** by Thursday at 6:00pm prior to the week attending
- Camp physical forms ***Must be complete, signed and dated by physician. (physical exam must have been completed after August 17, 2016.***
- Scholarship forms (if applicable) with all necessary documentation
- Care 4 Kids acceptance letter (if applicable) ***Care4Kids campers are responsible for FULL tuition payment until you receive your C4Kids acceptance letter.**

All campers must be registered by 6:00 pm the Thursday prior to attending with full payment. Failure to register by this time will result in a late registration fee of \$25.00 which is payable prior to attending camp.

Member Drop-Offs and Pick-ups

- Morning drop off begins at 7:30 am. **NO EARLIER.**
- **You MUST bring your child into the building when arriving and come in to pick them up. THERE ARE NO EXCEPTIONS!!!!**
- Members must check in when they arrive.
- If you are picking your child up early, it is your child's responsibility to stay at the club and notify their counselor that they will be leaving early.
- All trips return by 4:00 pm unless otherwise noted.
- Children are not allowed to wait in the foyer or parking lot for rides. **Please park your car in the lined spaces and walk in to pick up your child. Please do not park in front of our entrance door!!!**

Schedules, Payments and Paperwork Process

Every Friday afternoon a schedule of the following week's events will be available at the information desk in front of our main office. Please note that there may be changes from the main schedule. Check the weekly schedules for updates on Monday morning.

To try and eliminate morning traffic jams at the front desk, we suggest the following:

- On Fridays after 2:00pm, you can pick up permission slips for the next week's trips/events. Pick up some camp payment envelopes also!
- Fill out the permission slip at home and put it into a camp envelope with all necessary information filled out and hand it in on Monday morning.
- The club accepts personal checks, money orders and cash for tuition payments. When paying with cash, please request a receipt. We accept **cash only for member bank deposits, and cash or checks only** for trips.
- ***Be sure to write your child(ren's) name(s) on all paperwork, or it will delay processing the payment(s). This may result in ineligibility for camp or trips.***

