



SUMMER FUN CLUB 2019
**Boys & Girls Club of Western
Broome Family Center**

PARENT HANDBOOK

SUMMER 2019

July 1st → August 16th

(6:30) 7:30 a.m. → 6:00 p.m.

GREAT FUTURES START HERE



BOYS & GIRLS CLUB

OF WESTERN BROOME
FAMILY CENTER

The Boys & Girls Club of Western Broome, Inc. provides a diverse and exciting summer program for youth ages 5-12. Youth will be engaged in a variety of activities, have the opportunity to build healthy,

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lasting relationships with peers and staff, and most of all have fun in a safe, positive atmosphere throughout our Summer Fun Club Program!

This handbook contains helpful information concerning your child(ren)'s participation in our Summer Fun Club Program.

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Summer Fun Club Hours

6:30 a.m.-7:30 a.m. Extended program services – **will cost an additional fee!** (see office for details)

7:30 a.m.-9 a.m. A.M. free choice of planned activities w/ staff supervision

9:00 a.m.-4:30 p.m. Normal Summer Fun Club Hours – remember that **lunch will be provided!**

4:30 p.m.-6:00 p.m. P.M. free time w/ staff supervision

If your child will not be arriving at the club by 9:00 am, please call and notify us. This will help when special events are planned for your child's unit and will help avoid your child/ren from being left out.

Payment Schedule Reminder:

Session	Last day for payment
I	Upon Registration
II	July 3 rd
III	July 17 th
IV	July 31 st

Just a REMINDER....

If signed up for early A.M. care, please do not drop your child off any earlier than 6:30a.m. – **Your child will not be allowed in the building, no supervision will be available.**

Children may not use the elevator without being accompanied by an adult.

Your child(ren) must be picked up by 6:00pm – there is **no care** after 6:00 during the summer. There is a \$10 fee for every additional 10 minutes the child has not been picked up. *Fridays the building closes and is locked down at 6:00 p.m.

***DON'T FORGET that your child must be signed in & out every day! It is VERY IMPORTANT that you remember to do this daily! The Sign in & out book will be at the Front Desk or the Main Office.**

\$5.00 fee will be charged every time your child is not signed out of the program.*

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Field Trips

We will be going on a number of trips this summer:

DATE	Special Activity/ FIELD TRIP	TIME	FEE
Thursday, July 3rd	CreatABLE	9:30-1:00	\$5
Thursday, July 11 th	Dorchester Park	9:30 – 3:45	\$5
Thursday, July 18 th	Rosamond Gifford Zoo	<i>After Lunch</i>	\$5
Wednesday, July 24 th	Chenango State Park	10:00-4:00	\$5
Thursday, July 25 th		10:00-4:00	\$5
Thursday, August 1st	Cascades Water Park	11:30-5:00	\$5
Thursday, August 8th	Cole Park	9:30 – 3:45	\$5
Thursday, August 16 th	Water Slide	9:30 – 4:00	\$5

(Trips may change, depending on weather and or scheduling. You will be notified asap)

- ❖ There will be a \$5 fee for these trips to help with the cost of bussing and admissions.
- ❖ The trip fees are due with session payment.
- ❖ Don't forget to send your child's Boys & Girls Club T-Shirt on Field Trip days!
- ❖ Kids MUST bring their **LUNCHES, WATER** and **SUNSCREEN!!!**
- ❖ There will be NO care provided for those children who are not going on our trips or who arrive after the buses have left the Boys & Girls Club (you may meet us at the site of the trip).
- ❖ Going on trips is dependent upon behavior. If your child has lost the privilege to go on a trip due to documented misbehavior, **there is NO care provided during the time of the trip**, (All staff is needed during trip days). No refund for trip fee will be given if child's privilege is revoked due to behavior.



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Last Day of Summer Camp is August 16th

What should you send daily with your child/ren?

DO SEND

- ✓ Water Bottle with your child's name on it.
- ✓ Bathing suit – we swim everyday here at the club (unless there is a thunderstorm)
- ✓ Towel
- ✓ An extra outfit – to change into in case of an accident or wet clothing
- ✓ Sunscreen – your child(ren)'s counselor will not put sunscreen on your child unless you have given permission by signing on the Summer Fun Club registration form. ***PLEASE REMIND YOUR CHILDREN THE IMPORTANCE OF SUNSCREEN AND HOW TO PROPERLY APPLY IT!**
- ✓ Sneakers – your child(ren) will be participating in a variety of physical activities
- ✓ A small amount of money – to purchase snacks at our vending machine (NO candy or soda)



DO NOT SEND

- Valuable items – (i.e. jewelry, clothing, ect...)
- Electronic Game Devices (i.e: Phones, D.S., IPods, Ipads, Tablets, Smart Watches)
- Large amounts of money
- Personal toys
- Medications – We are only allowed to help administer EpiPens and inhalers. Any and all other medications must be administered by a relative. There is paperwork to fill out if sending these medications.

****If such items come in they will be put in the SACC Office for safe keeping until a parent/guardian picks them up.**

Important...

- ❖ It is the responsibility of your child(ren) to keep track of their personal items such as, towels, bathing suits, glasses, money, etc.
- ❖ The Boys & Girls Club of Western Broome, Inc. is **NOT RESPONSIBLE** for lost, broken, or stolen items.
- ❖ If your child has been suspended from the Summer Fun Club Program, they may NOT participate in any other Club Program that day.

Emergency Policies

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- ❖ An alarm or announcement will indicate to the children and staff that there is an emergency and the building needs to be evacuated or locked down. Children will be made familiar of these sounds when starting the program.
- ❖ Our primary evacuation exit is down the stairs and around the far side of the parking lot to the opposite side of the playground. Our secondary evacuation is out the second floor doors onto Riverview Drive. Children and staff will meet at the corner of Riverview and Garfield. If weather conditions are unfavorable or if there is danger in remaining at the evacuation point, we will evacuate to U.E. High School or the American Legion.
- ❖ BGCWB Staff will take attendance, ensure the children's safety, and begin making phone calls to parents/guardians

Summer Fun Club Member Rules/Expectations

- ❖ Respect all employees and each other
- ❖ No verbal or physical harassment of any kind
- ❖ No stealing, lying, cheating or any acts of dishonesty
- ❖ No use of profanity, abusive language or any words that degrade another
- ❖ Listen to staff at all times
- ❖ Walk in the halls
- ❖ Treat equipment, club materials, furniture, etc, properly & safely
- ❖ Food is only to be eaten in the Kitchen.
- ❖ Members must be with their counselors at all times
- ❖ Electronic devices including but not limited to Cell Phones, I-pods and smart watches are not to be out during program, and taking picture with devices are prohibited.
- ❖ Parents need to watch their language while in our building and around our children. There should be no swearing or inappropriate conversations (i.e. any sexual content, partying, drinking, ect...). Threats made to staff will result to a call to the police and a report made. We reserve the right to revoke your child membership from our programs due to parental behavior. A meeting with the Executive Director, Youth Development Director and the SACC Director will be needed in order to re-enroll your child in any of our programs.

Parents will be contacted or talked to about any problems that we may have in an effort to help each other with the development of their children.

Please feel free to talk to your child's counselors, Summer Fun Club Director or our Executive Director.

- ❖ **If your child is sick and has vomited, they may not return until 24 hours have passed.**
- ❖ Please let us know if your child has contracted any contagious illnesses/diseases.
- ❖ We do not have the staff or the correct type of facility to house sick children
- ❖ If your child develops a fever while in our care, you will be notified. It is expected that you will make arrangements for your child to be picked-up, as soon as possible.

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DRESS CODE

All children and staff in Summer Fun Club must adhere to the following dress code.

- ❖ Extremely brief garments such as tube tops, net tops, halter tops, plunging necklines (front and back), see through garments, short shorts or bare midriffs are not appropriate
- ❖ Ensure that underwear (including bras) is completely covered with outer clothing
- ❖ Wear footwear at all times. No street or dress shoes in the gym. We highly recommend **sneakers**.
- ❖ Swimsuits must be modest & well-fitting. Girls must be able to put their swimsuit on without assistance.
- ❖ No items should be worn containing vulgar, obscene, libelous, or denigrate others on the account of race, color, religion, ancestry, national origin, sex, sexual orientation, or disability
- ❖ No attire promoting the use of alcohol, tobacco, illegal drugs, gangs and/or other illegal or violent substances

Discipline Policy

Children in our Summer Fun Club Program are expected to adhere to the rules and expectations of the Summer Fun Club program and those of the Boys & Girls Club of Western Broome, Inc. Failure to do so will result in the following consequences:

- ❖ Our ***Discipline Policy*** was discussed and revised by a committee of our site supervisors and directors. It is as follows: It is our first priority to maintain the safety of all children in our program. It is with this in mind that we have instituted the following policy regarding discipline:
 - Violent behavior, sexually inappropriate behavior, theft, and insubordination will not be tolerated.
 - We reserve the right to ask you to pick up your child early if your child exhibits any of the above listed misbehaviors, with the possibility of an additional period of suspension.
 - We reserve the right to schedule an appointment at any time to discuss whether or not we will be able to continue serving your child following any of these incidents.
 - **Bullying** - defined as intimidation of another student, threatening another student to obtain something from that student, constant belittling, slander, and racial/gender/sexual orientation slurs, etc.)
 - **Physical Violence** - pushing and shoving, biting, kicking, and any punch that is thrown, whether or not it connects
 - **Theft**
 - **Insubordination** - defined as swearing at a counselor, utter refusal to follow reasonable and appropriate instructions given to them by a counselor
 - **Inappropriate Touching** - this will be determined based on age and circumstances of the situation, but in its most basic would include any touching of another child on parts of the body that are most personal and private
- ❖ If your child is suspended, the child is not allowed at the Boys & Girls Club for the designated amount of time. It will then be the responsibility of the parent/guardian's to find alternate care during the suspension. Suspension includes Drop-In Programing and any other programs offered at the Boys & Girls Club of Western Broome.

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Any Parent Conference could result in the termination of your child's enrollment in our program. This will be determined based upon circumstances of each situation including IEPs, age of the child, as well as your cooperation. Refunds will NOT be issued if your child's enrollment has been terminated.



*As signed by you on the registration packet:

There is a 2 week probationary enrollment period at the Boys & Girls Club School Age Child Care program. I understand that this time period will be used as a "cushion" to gauge whether or not this program is suitably fit to adapt to the specific needs of my child. The Boys & Girls Club SACC staff will make every sincere attempt to meet each child's particular needs, but also recognizes that some situations are best served in programs more qualified to accommodate certain children and their needs. The overall concern, as always, is the health, safety, and welfare of every child involved in this program, and I recognize that whatever measures need to be taken to protect these children as a whole will be instituted. *Please understand that at any time a child may be suspended at the discretion of the Director, if a child is threatening the health, safety, and welfare of the other children and staff.*

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