



**BOYS & GIRLS CLUB
OF BURLINGTON**

**Summer Camp
Program
2023**

**Family & Member
Handbook**

**THE BOYS AND GIRLS CLUB OF BURLINGTON
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CLUB'S MISSION: To inspire and enable youth in our community, especially those who need us most, to realize their full potential as productive, healthy, caring and responsible citizens.

CLUB'S VALUES: The Club has adopted 5 values that are incorporated into our daily actions and programs: *Respect; Responsibility; Caring; Happiness and Celebrating Differences.*

CLUB'S PHILOSOPHY: The Boys & Girls Club of Burlington strives to meet the many needs of the youth in our community by incorporating four basic "senses" which, when possessed by young people, help them build self-esteem and develop into responsible citizens and leaders. These senses are: **a sense of belonging** - an environment where young people know they are welcome, where they fit in and are accepted; **a sense of usefulness** - the opportunity to do something of value; **a sense of competence** - feeling of pride when young people know they can do something and do it well; **a sense of power and influence** - a chance to be heard and influence decisions. The Boys & Girls Club addresses all these elements in five core program areas: Character & Leadership Development, Education & Career Development, Health & Life Skills, The Arts, and Sports, Fitness & Recreation.

CLUB'S PROGRAM GOALS ARE:

- To be the best youth program that we can be.
- To help children develop to their fullest potential physically, intellectually, emotionally, and socially.
- To deliver our program in a safe, fun, supportive, caring and positive environment.

RESPECT: The Club strives to ensure that the environment here is one in which staff and children feel safe and respected. Any children, staff, or parents/guardians of children who continuously show a lack of respect for others through their words or actions, may be asked to leave the program. We ask parents to work with us in ensuring that each child understands the importance of mutual respect and that this policy is for their benefit as well as others.

ACCEPTANCE/ENROLLMENT POLICY: The Boys & Girls Club of Burlington offers an amazing Summer Camp program for Burlington and its surrounding communities. This year's Summer Camp program will be similar to last year's and will be split into two sessions that will last 4 weeks each. This decision has been made for many reasons; at the top of that list is safety during this pandemic, but close to that, is that two sessions allows us to have smaller groups which means more quality experiences for our campers, and it allows us to accept more children into the program. Each year we receive over 150 applications, for what is now 100 spots. This means that we have to turn away many deserving families. For this reason, we do not operate on a first-come first-serve basis, our criteria is mainly based on a family's need for our program. Along with that, a child's attendance to our other programming is also a factor. We read through EVERY application that comes in during the open enrollment period, and must narrow them down to fill the limited number of slots that we have available. We do everything we can to accept as many families as possible, but we recommend that you have a secondary option for your child, should camp space not be available. Please note, if your child is accepted into the Burlington School District's summer SOAR program, they will be placed on our waitlist, as they already have a program to attend this summer, while others may not.

PAYMENT & FINANCIAL ASSISTANCE: The program is offered at little to no cost to those families who are accepted. Our tuition cost is \$50 per week (25% discount for each additional child). We will NEVER turn a family away due to the inability to afford our camp services. If you feel your family is unable to afford the tuition costs, and your child is accepted, we do require you to complete a CCFAA (Child Care Financial Assistance Application). If the application is not accepted by the state, then the Boys & Girls Club will provide a scholarship to your child(ren) for their tuition fees.

NOTICE OF NONDISCRIMINATION: In accordance with the laws and regulations cited below, the Boys and Girls Club of Burlington does not discriminate on the basis of race, color, national origin, handicap, age, or sex, in admission or access to, or treatment or employment in, its programs or activities. Modifications of the program to accommodate the needs of people with disabilities, including assignment of additional staff, may be made where such modifications are reasonable, necessary and available, do not fundamentally alter the nature of the program, and do not result in an undue burden on the Club. Requests for modification or auxiliary aids should be made as far in advance of commencement of the program as possible. The Club strives to make the program one which provides for the safety, well being, development and success of each child enrolled. For this reason, the Club has set forth the following policies which must be adhered to and supported

BEHAVIORAL MANAGEMENT PHILOSOPHY AND PROCEDURES: It is our goal to ensure that all behaviors have a positive outcome. We want all children to learn and practice resolution skills, work together to resolve their differences and develop positive alternatives. The Club's philosophy and procedures are based on professional youth development theories. Given that there are a wide spectrum of approaches to child development and because the Club recognizes that each child has different needs and goals, we strive to work with families to ensure that their child(ren) will be successful here at the Club. Communication with and from families and other support systems is a vital part of helping to ensure the success of each child.

Our values regarding behavior are:

- Respect
- Responsibility
- Caring
- Happiness
- Celebrating Differences

Prior to activities, our staff communicates the behavioral expectations in relation to these values. These values and expectations are also posted throughout the building. If a child does not meet the expectations, staff will attempt to implement the least restrictive intervention with the intention of redirecting the behavior to something more positive.

Individual behavior plan can be created at times when other a child is struggling to uphold the Club expectations on a continuous basis. Club staff will attempt to notify parents regarding behavior or discipline as best we can. All behavior management decisions are made on a case by case basis, and we will work with families as much as possible to find a successful outcome that fits the needs of their child, the other Club members, and the Club.

The following will be taken seriously: hitting, kicking, biting, bullying, harassment, threatening and explicit language of any kind. The Club reserves the right to make final determinations on a child's status with the Club; up to and including, suspension and/or termination of membership.

FAMILY/STAFF COMMUNICATION: Good communication between parents and child caregivers is essential to provide the best possible care for each child. **It is very important that you inform us of changes in your child's life that may affect behavior.** Changes at home include moving, hospitalization of a sibling or parent, changes in the parents' relationship or a death in the family. Staff members can better provide for a child's needs if they are aware of the situation. You are welcome to visit the Club anytime you wish without prior notice. Your cooperation with all policies and procedures while at the Club is expected and appreciated. We encourage you to take every opportunity to talk with staff about your child during pick-up, and/or a time may be scheduled to have a more intentional conversation with the Program Director and/or staff. We encourage you to ask your child about the program every day and please take the time to read any information that goes home.

FAMILY/CLUB PROBLEM SOLVING & GRIEVANCE PROCEDURES: This policy relates to administrative decisions effecting a child's enrollment, programmatic policies and administrative procedures. If a parent has a grievance with administrative decisions, the following process must be followed.

All issues must be brought to the attention of the Program Director responsible for the corresponding program. If after communication with the Program Director the issue is still not resolved, or if the issue concerns the Program Director, they must be brought to the Executive Director and discussed with the Executive Director. If the issue remains unresolved, or the concern is with the Executive Director, the parent/guardian should contact the President of the Board of Directors. The name and contact information of the Board's President is on the Club website, www.bandgclub.org, and their contact information can be obtained through the Club.

ATTENDANCE: In order to develop strong group relationships and conduct effective programs, it is beneficial that your child(ren) attend on a regular basis. If your child(ren) will not be attending for part or all of the day, please communicate this to us through email or a phone call. Upon arrival children will sign in using their individual membership cards. When a child leaves, they will repeat the process. Once a child leaves the Club we ask they do not return until the following program day, unless it has been discussed with staff prior to the child leaving.

If your child is absent on a regularly scheduled day, and no contact has been made with the Club, we will reach out to families to check in.

DROP OFF: The Summer Camp Program begins at 9am. We have two drop off locations. Our two youngest groups will be dropped off at our Academic Center (building in Roosevelt Park) and all others will be dropped off at our main Club house entrance.

PICK-UP: The Summer Camp Program ends at 5:00pm. If children are walking home (and have permission) we allow them to leave at 5:00pm. Please note the following policies:

-All children must be picked-up no later than 5:00pm.

-If, for any reason, a parent/guardian is not able to pick up his/her child by the end of programming, the parent/guardian should call the Club ASAP to inform us.

-If a child is not picked up within 15 minutes of the program closing, a phone call will be made to the parent/guardian. If the child has not been picked up 30 minutes after the ending of programming, the emergency contact person will be called.

-Children will only be released to those persons authorized to pick-up. Any other person coming to pick-up must have previous permission either by written note, phone call, or email, and must have photo ID.

-If you give your child permission to walk home, it must be in writing, or with a daily phone call. Unless otherwise discussed, they will only be allowed to leave at the end of the program day.

PROGRAM

A TYPICAL DAY:

Your child will be assigned to one of the seven groups split primarily by grade. The following will be scheduled for each group daily: Breakfast, Tennis, Pool (x2), Lunch and Academic time. All remaining time and activities will vary by group. Each group counselor can give a more specific idea of the plans for the week.

HOLIDAYS: We will be closed on Tuesday July 4th.

PARKING: The Club has limited parking spaces. We encourage parents to park on the side or back of the building when picking up children. Please do not park in front of the building unless you are in a designated parking spot. **Parking between the handicap space and building risks the safety of our children.**

FIELD TRIPS: At this time we will be offering weekly field trips. Field trips will either be taken by Club van, bikes, or by foot.

ENRICHMENT ACTIVITIES: Enrichment activities are additional outside sources used to fortify the curriculum. Entertainment, lessons, special art activities, and artists, are examples of enrichment.

SWIM: Our Summer Camp Program has a strong aquatic emphasis. Each child's group is scheduled for two swim times per day and it will be split between lessons, structured pool games, and free swim. Instruction is provided by Certified Lifeguards. A minimum of four Certified Lifeguards are always on duty. In addition, staff is also in the pool area for supervision.

OUTSIDE PLAY: The children will go outside as often as possible, weather permitting. Whenever a group leaves the area, a form will be completed stating where the group is, what time they will return and a contact number to be reached at.

BREAKFAST, SNACK, & LUNCH: A healthy breakfast snack, lunch, and afternoon snack will be provided to every child on a daily basis. We provide protein, vegetables, and fruit every day. Parents may choose to send snacks or meals with their child.

CLUB & CELL PHONE USE: Phone calls to Club members will be accepted from parents/guardians only. We ask that parents limit their calls and make as many arrangements as possible prior to the day. We allow phone calls to be made by Club Members at our discretion. Club members are expected to not to use their cell phones during Summer Camp hours.

SMOKE/SUBSTANCE FREE: Smoking/vaping (of any kind) is strictly prohibited on both the IAA and Club properties, along with Roosevelt Park. This is not only a Club policy, but is also in accordance with Vermont State Law. The consumption of alcohol on these properties is also strictly prohibited. These policies apply to all persons whether they are affiliated with the club or not (staff, club members, parents/families, community members, etc.).

IMMUNIZATION: Vermont State Law requires that we obtain up to date immunization records for **ALL** children who attend our program. The Club is able to do this online once the application has been completed and received. If we are unable to access your child's records we will require that you either directly provide these records or that you have a copy sent to us.

CONFIDENTIALITY: All information obtained through any paperwork and/or family/school/Club communication, is strictly confidential and is only shared with Club staff when deemed appropriate to better serve your child.

WHAT TO BRING: (PLEASE LABEL YOUR CHILD'S NAME ON **ALL** ITEMS BROUGHT TO CAMP)

Children should bring the following **each day**:

- Bathing suit
- Towel
- Sneakers/Shoes (that can get wet-**NO flip flops**)
- Sun Lotion
- Water Bottle
- We ask that your child wear non-marking soled sneakers to help protect our wooden gym floor.

Members must have their own towel and bathing suit to swim. The bathing suit must be in addition to clothing worn for the day.

ALL BELONGING MUST BE BROUGHT HOME EACH DAY.

WHAT NOT TO BRING:

- Candy
- Toys
- Money
- Electronic Games (i.e., Tablet, Chromebooks, Gaming Devices, etc.)**
- Flip Flops

EMERGENCY PROCEDURES

EVACUATION SITE: In the event of an emergency that requires us to leave the Oak Street Clubhouse, we would go to the Academic Center (building in Roosevelt Park). Contact phone number would remain the same.

PROCEDURES FOR INJURIES: If a child is injured, the Program/Site Director will take whatever steps necessary to obtain emergency medical care (if required). These steps may include, but are not limited to, the following:

- Attempts to contact a parent or guardian.*
- Attempts to contact a parent/guardian through the emergency contacts.*

If we cannot contact the parent/guardian or the situation warrants, we will do one of the following:

- Call an ambulance or paramedic.*
- Have the child taken to an emergency hospital in the company of the staff.*

ADMINISTERING MEDICATION: Medication which needs to be administered during programming must have an accompanied medication release form that is filled out completely, prior to administration of medication. This includes, but is not limited to:

- Tylenol
- Eye Drops
- Ibuprofen
- Prescription medication

ILLNESS: Children may not attend the program if they have a contagious illness, a high fever (100.4), vomiting, diarrhea, or a cold. Parents will be called to pick up their child if they exhibit any of these symptoms. (See **COVID addendum for more details.**)

HEAD LICE: The Club makes every effort to reduce the risk and exposure of its members to head lice. Steps that we take to prevent exposure are:

- To provide each child with a space in which to store their personal belongings.
- To provide each child with a plastic bag to put their things in if they do not have a back pack or other bag to use.

- To thoroughly clean the facility each day.
- To minimize physical contact between children.
- Conduct periodic head checks.
- When a child is discovered to have lice or nits, the family will be asked to pick up the child and treat the child's head, personal belongings and home environment. Literature on proper procedures is available at the Club. The child's head will need to be checked before returning to program. The child **MUST** be lice free before returning (this includes eggs, larva, etc.).

MISSING CHILD PROCEDURE: If a child who has signed into the program is missing or has left the program without the Club receiving parental/guardian permission, phone calls will be made to both parents/guardians and the police.

SUSPECTED CHILD ABUSE AND NEGLECT: As professional childcare providers, we are mandated by the State of Vermont to report any suspicion of child abuse or neglect. Staff is directed to report all suspicion immediately to their Supervisor and to call the Vermont Department of Children and Families (DCF) to file the report. Upon the recommendation of DCF, we will notify the child's parents/guardians.

If you should have any concerns regarding the treatment of your child by a staff member, you should notify the Club immediately, in accordance with our problem solving policy. You also have the right to contact DCF at **1-800-649-2642**.

This handbook, our registration packet, and other information can be found online at: www.BANDGCLUB.org
The Vermont Rules and Regulations for After School Programs can be found online at: www.dcf.vermont.gov/cdd

THE ABOVE IS POLICY FOR THE CLUB'S PROGRAMS. IF YOU FEEL YOU CANNOT ABIDE BY THESE POLICIES, PLEASE CONTACT US PRIOR TO YOUR CHILD'S PARTICIPATION IN THE PROGRAM.

**Thank you very much for your time!
We look forward to a long and positive relationship with your family.**