



Boys & Girls Club of Door County Summer Enrichment Program

2018 Parent Handbook – 5-10 year olds

Mission: To inspire all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Summer Greetings!

Welcome to the 2018 Boys & Girls Club Summer Enrichment Program! We are very excited that your child will be spending the summer with us.

This handbook has been created as a reference guide for both parents and children. It contains vital information and policies/procedures about our summer enrichment program. Your child's safety is a top priority and we take this responsibility very seriously. Please take time with your child to read and review the entire handbook. If you have any questions or comments, please call or email the Program Director, Brit Gartner, at 920-818-1046 or bgartner@bgcdoorcounty.org.

ARRIVAL & DEPARTURE OF MEMBERS

David G. Hatch Center

3rd Avenue Clubhouse & Teen Center
55 South Third Avenue
Sturgeon Bay, WI 54235

Summer Program Hours

Elementary Summer Program (Rising Grades 1-5)

Monday through Friday: 6:30am-5:30pm

Drop-off: 6:30am-8:45am/Pick-up: 4:00pm-5:30pm

*Day Camp Licensed June-August for thirty-six 5-6 year old members/day

DROP-OFF

Your child must sign-in at the front desk each morning when they arrive at Club. Drop-off for members is between 6:30am-8:45am, Monday through Friday. Drop off location is at the Hatch Center in the lobby located at the rear, off the alley. No child will be allowed to arrive prior to 6:30am and Boys & Girls Club will not assume responsibility for children who do so. If your member is dropped off without preregistration, and payment has not been fulfilled, you will be contacted and need to make immediate daily rate payment, or immediately come pick your child up.

PICK-UP

Your child must sign-out at the front desk each afternoon upon departure. Pick-up for members is between 4:00pm and 5:30pm, Monday through Friday. Pick up location is at the Hatch Center in the lobby located at the rear, off the alley. Your child will only be released to authorized pick-up persons on your list. You may change your pick-up list at any time by filling out a Change of Information form at the front desk. If someone other than yourself or the persons authorized on the registration form will be

picking up your child, a written note must be submitted to the front desk ahead of time. We do not take requests over the phone for individuals to pick-up.

***Note: Appropriate legal paperwork is required to be on file with Boys & Girls Club when the custodial parent requests the Club not to release the child to the other parent.*

LATE DROP-OFF/EARLY PICK-UP

If your child will be arriving or leaving outside of the drop-off between 6:30-9:00 or the pick-up window between 4:00-5:30pm, please note this in the Parent Communication Log at the front desk. We try to accommodate these requests to the best of our ability for your convenience. This is for one-time request, not on-going.

LATE PICK-UP

The Club closes promptly at 5:30pm. For all children not picked up by the end of the program, the following late policy will be in effect:

- 1) A written warning will be given on the 1st occurrence.
- 2) On the 2nd occurrence the child will be suspended from the program for 2 program days.
- 3) On the 3rd occurrence the child will be suspended from the program for 5 program days.
- 4) On the 4th occurrence the child will be removed from the summer program. No refund will be issued.

If you know you will be late, please attempt to make alternate pick-up arrangements. The Club should be notified if you foresee late arrival, as it is often stressful for a child when parents are late.

***Note: When a child is not picked up within 30 minutes of closure (regardless of which infraction number), Boys & Girls Club of Door County staff have been instructed to call the Sturgeon Bay Police Department. If a child continues to be at the Club past the closing hour, the Club reserves the right to terminate enrollment in the program.*

BABY-SITTING

Employees of Boys & Girls Club of Door County are prohibited from babysitting for families with children enrolled in a Club program.

COMMUNICATION

Each Friday, you will receive important information via e-mail regarding schedules, field trips, special events, etc. Please read all information carefully and save it for future reference. Information will also be available at the front desk upon request.

SAMPLE DAILY SCHEDULE

Times will vary between age groups.

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
6:30	Community Room	Community Room	Community Room	Community Room	Community Room
7:30	Breakfast/Tech Lab/ Rec Center	Breakfast/Art Room/Rec Center	Breakfast/Tech Lab/ Rec Center	Breakfast/Art Room/Rec Center	Breakfast/Tech Lab/ Rec Center
8:45	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting

9:00	Themed Activity	Art Programming	Themed Activity	Art Programming	Themed Activity
10:00	Summer Brain Gain	NASA Out of School Learning	STEM Activity	Library	Stride
11:00	Lunch	Lunch	Lunch	Lunch	Lunch
11:30	Rec Center/Front Yard/ Art Room	Rec Center/Front Yard/ Art Room	Rec Center/Front Yard/ Art Room	Rec Center/Front Yard/ Art Room	Rec Center/Front Yard/ Art Room
12:00	Rec Center	Swimming at Otumba Park	Music	Special Group Themed Activity	Music
1:00	Theatre		Graphics		Martin Park
2:00	Write Brain		Martin Park		Summer Brain Gain
3:00	Snack	Snack	Snack	Snack	Snack
3:15	Art Room/Tech Lab/Rec Center	STEAM Lab/Rec Center/ Tech Lab	Art Room/Tech Lab/Rec Center	STEAM Lab/Rec Center/ Tech Lab	Art Room/Tech Lab/Rec Center
4:30-5:30	Member's Choice	Member's Choice	Member's Choice	Member's Choice	Member's Choice

***Tuesday and Thursday afternoons are designated for swimming and field trips. Please pack for the day accordingly. ***

Members Need (Required daily):

- Backpack
- Water bottle
- Sunscreen
- Swim suit and towel
- Plastic bag for wet stuff
- Bug spray
- Athletic shoes (sandals for water play)
- Hat/Visor
- Please remember to LABEL everything

PARENT COMMUNICATION LOG

The front desk has a notebook in which you may leave messages for the staff. Please write all messages in this book including known absences, vacations, etc.

PHONE CALLS

The Club Site is equipped with a cell phone that may be used for members to call home in the event of an emergency or illness. If parents need to get in contact with a member, the Front Desk Staff will take a message to give pertinent information to your child. Staff will get this message to your child at the earliest convenience.

CHANGE OF WEEKS REQUESTS

In order to add, drop, or modify weeks that your member will be attending, please fill out a **Summer Change of Weeks Request Form**, located at the front desk or on our website bgcdoorcounty.org. An administrative staff will contact you once the decision is made.

FIELD TRIPS

The Club will participate in field trips throughout the summer as well as invite community partners to our location. In case of rain or bad weather, a field trip may be changed or cancelled. No additional permission slips for field trips are required.

SWIMMING

Members will have the opportunity to swim throughout the summer at local beaches. There will be a certified lifeguard for each swim opportunity. Members will not be allowed to swim past waist deep water. We will utilize the buddy system, and have buddy checks every 15 minutes. You will be required to fill out a form regarding your child's swim level during registration.

PERSONAL BELONGINGS

We request that members not bring extra items with them to Boys & Girls Club of Door County. (For Example: Cell Phones, Game boys, IPOD/CD players, fantasy game cards, dolls, toys, fidget spinners, etc.) ***If these items become a distraction, they will be confiscated and returned to the parent at the end of the day. This includes cell phones.*** The site is equipped with phones to place emergency calls.

BREAKFAST, LUNCH & SNACKS

Boys & Girls Club of Door County participates in the Summer Food Program, provided in partnership with the Door County YMCA. Members will have a healthy breakfast, lunch, and snack each day. There will be a weekly menu posted in the lobby. Members may bring their own lunch, or additional lunch to what is being served. We are not able to accommodate special dietary needs or restrictions. If your child has any special dietary needs (gluten free, vegetarian, etc.) please send them with a packed lunch and snacks. Please do not send your member with food that needs to be heated. Candy, soda, or energy drinks are prohibited.

DAILY ATTIRE

It is important that your child dresses appropriately for summer programming. We encourage parents to dress members in clothing that they do not mind getting dirty or stained. Here are some reminders of clothing for programming:

- T-shirt with sleeves (**NO** halter or tube tops please!)
- Shorts (**NO** skirts please!)
- Socks
- Tennis Shoes (**NO** flip-flops)
- Backpack
- **LABEL EVERYTHING!!!**

SUMMER T-SHIRTS

Each member will receive one Boys & Girls Club T-shirt for the entire summer unless you purchase additional shirts during registration (\$10 per additional shirt). Please check your schedule each week to see what outings we request members wear their shirt.

DISCIPLINE POLICY

Behavior Policy

Inappropriate behavior will result in the following consequences for **minor** behavior:

1. First misbehavior: verbal warning
2. Repeated misbehavior: staff will determine the cause of the behavior
3. Third occurrence or if unable to determine cause: timeout
4. Continued or additional misbehavior: conference with staff and member
 - a. The consequence will be decided upon by involved staff member

The following behaviors would be considered **major** behavior events:

1. Fighting/assault with intent to harm
2. Stealing
3. Weapons
4. Vandalism
5. Personal threats: physical, emotional, sexual

Inappropriate major behavior will result in the following sequence of events:

1. Debriefing conference with a director and an immediate call to parent for pick up with suspension from club for the remainder of the day
2. Suspension may be extended for another day if appropriate
3. A second suspension would be for 1-3 days, followed by a parent meeting
4. Upon a third offense the consequence would be determined by two or more directors. Member would return upon a meeting with parents.

*A behavior contract must be completed by Program Director, Director of CCS/SEL, and parent after a third suspension and must be signed by a parent or legal guardian before a child returns.

SUSPENSION PROCEDURE

1. 1st Suspension= 1 day
2. 2nd Suspension= 2-3 days
3. 3rd Suspension= 1 week
4. 4th Suspension= Expulsion

LOST & FOUND

Boys & Girls Club has a lost and found area in the lobby. It is highly recommended that you label **all** items (clothing, towels, lunch boxes, water bottles, etc.) with your member's name. While we will make every effort to keep all members' belongings in their backpack or on their person, Boys & Girls Club will not be held responsible for lost, stolen, or damaged items. Items in the lost and found will be displayed for a week, and any remaining items will be donated. Please check your member's backpack at the end of the day before leaving to ensure that they have all of their belongings. It is much easier to recover lost items on the same day.

PAYMENT & REIMBURSEMENT PROCEDURES

Payment is due in full no later than Monday, June 11th. If you need to set up a payment plan to ensure payment by this date, please contact the Chief Financial Officer Cindy Neuville at 920-818-1046 or cneuville@bgcdoorcounty.org.

Refunds are available:

- Prior to the first day of programming by filling out and submitting the Reimbursement Request Form for processing. You may leave the form at the front desk at the Hatch Center, or mail to Ms. Neuville at BG CDC, PO Box 579, Sturgeon Bay WI 54235.
- After the first day of programming you must fill out the Reimbursement Request Form, which will either be approved or denied by the Finance Committee within 14 days. There must be a 14-day notice for a refund consideration. All refunds are subject to a \$15.00 processing fee.
- No reimbursement for expelled members, members suspended or sent home, or days members were no-shows.
- The \$10 membership and \$10 summer registration fee will not be refunded.

ILLNESS PROCEDURE

Members must be healthy enough to participate in the daily program routine. We do not have the facilities to care for sick children and therefore do not allow them to attend the program. For the safety and comfort of all concerned, please keep your child at home until they feel better and no longer present the danger of passing on the illness. If your child is ill with one of the communicable health problems, please notify the club so we can notify other parents.

***NOTE: If your child becomes ill while at the Club, you will be asked to pick up your child as soon as possible.*

The following are defined as illness or communicable health problems:

- Conjunctivitis (pink eye)
- A chronic cough or runny nose with colored discharge
- A fever
- Vomiting or upset stomach
- An open rash
- Head lice

MEDICATION POLICY

No medication (prescription or over-the-counter) will be administered at any site unless these guidelines are followed:

- Medication must come in the original prescribed container. Over-the-counter medications will only be given if accompanied by a doctor's note with direction for usage.
- The name of the child who will be taking the medication must be on the prescription.
- Parents must complete a Medication Authorization form.
- All medications will be kept in a locked drawer at the front desk. Only the designated staff person can dispense the medication.
- No more than one month's worth of medication can be kept at the site.

Bee sting medication, inhalers, insulin syringe, or other medication/device used in the event of a life threatening situation may be carried by a child over the age of 7 years with written authorization from parent/guardian and child's physician.

ALLERGIES

Please ensure that you have documented on the membership application if your child has any allergies.

TAX IDENTIFICATION NUMBER

39-2038359

2018 BGCDC Day Camp License Information

A copy of DCF 252 and the camp policies are available to parents upon request.

Contact Information

For issues or concerns, please contact 920-818-1046

- Brit Gartner: bgartner@bgcdoorcounty.org - Program Director
- Martha Neigel: mneigel@bgcdoorcounty.org – Strategic Initiatives Director
- Julie Davis: jdavis@bgcdoorcounty.org - Executive Director

Boys & Girls Club of Door County does not discriminate on the basis of age, race, color, sex, sexual orientation, creed, handicap, or national origin or ancestry.