AGES 5-14

Summer Camp Club Parent / Guardian Handbook

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BOYS & GIRLS CLUB
OF CORVALLIS

www.bgccorvallis.org

Welcome!

Welcome to the Boys & Girls Club of Corvallis Summer Camp Club! Please take a moment to read about the important policies and procedures of this program. Participation in the Boys & Girls Club is a privilege, and we ask each youth and parent to cooperate with the rules we have in place to ensure a safe, respectful, and positive place for all of our kids.

The Boys & Girls Club's Summer Camp Club is a summer enrichment program is not a childcare facility, and has a unique atmosphere that can be very challenging for some youth. We offer a variety of structured and

free-choice programs, and we encourage members to be self-directed, make choices around activities, and to engage with other youth from across our community in a safe and respectful manner. **If a youth is unable or unwilling to act in a safe and respectful manner and self-regulate, the Club reserves the right to revoke participation.**

Contact one of our Summer Club Directors to discuss any special needs your child may require.

Who We Are

BGCC has been offering quality programs to K-12 youth in Corvallis and the surrounding area since 1971. We build our programming around the core elements that have been a tradition for Boys & Girls Clubs – academic success, character and leadership, and healthy lifestyles. We provide 600 free meals daily and offer oral health care to all low-income children in our community at our Johnson Dental Clinic. We serve over 3,000 members ages 5-18, and provide outreach services to 5,000+ youth across Benton County.

We are a private not-for-profit organization that is governed by a volunteer Board of Directors and led by our Chief Executive Officer and employ youth development professionals.

How We Fund Our Services

Our community generously donates financially and through their volunteer time to help provide after school services at a very affordable rate. Activity & membership rates are set to ensure that all youth have access.

The Club is funded primarily through local donations and grants and less than 5% of the Club's funding comes through taxpayer funding. The actual cost of serving one child per month during the school-year is approximately $370, so if you are in a position to provide a tax-deductible donation or to help secure funds for our youth programs through your business or employer, we would appreciate your partnership in maintaining these vital services.

Summer Hours and Fees

Program Hours

1st – 8th grade: Monday – Friday 7:30 am - 5:30 pm
Kindergarten: Monday – Friday 8:00 am – 5:00 pm

Program Dates

The Summer program runs weekly, starting June 22th and ending August 28th. Registration and payment are weekly.

Office Hours

Monday - Friday 9:00 am - 5:30 pm
Closed 12:00 pm - 1:00 pm for lunch

Contact

541.757.1909 - www.bgccorvallis.org

Program Fees

Go to **http://www.bgccorvallis.org/programs/summer-camp-club** for current fees.

Summer Club Program Structure

Participants are broken into the following groups:

Kindergarten is their own group - has their own room and stays together as a cohort throughout the day.

Grades 1st through 3rd – has their own spaces in the main Clubhouse and mixes based on activity choice.

Grades 4th through 6th – has their own spaces in the main Clubhouse and mixes based on activity choice.

Grades 7th through 8th – has their own spaces in the Teen Center and mixes based on activity choice.

Check-In/Check-Out Policy

All participants must check-in when they arrive at the Club.

Grades K – 6th: Members will not be allowed to check-out prior to being picked up by their parent/guardian.

Grades 7th – 8th: Members will not be allowed to check-out prior to being picked up by their parent/guardian unless they have a signed and approved walk home form.

Participants are only allowed on Club property when they are signed in and participating in Club programs. The Club's property includes the driveway and blacktop surrounding the Boys & Girls Club buildings.

Please do not drop off your child prior to the opening of programs. The Club does not provide supervision, and youth are not allowed to be on the BGCC campus unless participating in programs.

Parent/Guardian Pick-Up Policy

Please do not ask your child to wait outside or in the lobby for pick-up.

Convenient 15 min spots are available to allow for ease of pick up and drop off. Member sign out is required by the parent/guardian, and this provides you an opportunity to meet staff, explore the Club and see our programs in action.

All **visitors/parents/guardians** must check-in at the Front Entry desk, show ID to sign their child out, and pick-up a visitors badge before entering the Clubhouse. This is a safety issue and we do not make exceptions to this policy. Please ensure that you return the badge when you exit.

Parking Lot Etiquette

Please do not Stop, Wait, or Drop-off/pick up in the fire lane. This is both illegal and dangerous. If you do stop in the fire lane, staff will ask you to promptly move out of the lane. Please mind your speed in the parking lot, children dart!

Late Policy

Club programs open and close promptly at the posted hours. If you will be late, please call the Club at the earliest possible moment. Although we understand that situations present themselves, we ask that parents/guardians respect the Club and its staff, and communicate as much as possible.

If your child has not been picked up by closing time, here is our procedure:

- The youth is asked to call a parent or guardian.
- If unable to reach a parent or guardian, staff will call the listed emergency contacts to request they come and pick up your child.
- If a youth remains for more than 30 minutes after closing and none of the contacts have been reached, the Corvallis Police

Department will be called to come and pick up your child. BGCC treats this as an abandoned child situation.

» The Club will charge a late pick-up fee that must be paid prior to the start if the next weeks program.

Late Pick Up Fee

There is a $1/minute late pick up fee per child picked up after closing time. If late pick up occurs more than three times in a month the parent is required to attend a meeting with the Sumer Club Director before returning and service may be revoked for the summer.

Please contact one of the Summer Club Directors with any questions or concerns regarding the Late Policy.

Summer Camp Club Expectations

The Boys & Girls Club of Corvallis program is dedicated to providing fun and enriching opportunities for all participants. A commitment is required from each participant in the program to ensure that a safe, nurturing, fun environment is achieved.

The Club operates on a 1 staff to no greater than 15 participant ratio. The Club does not provide 1 on 1, or 1 to a small group, staffing. All participants need to be able to self-regulate and stay with their group.

The philosophy behind the Club's disciplinary policy is that each person is responsible for themselves. To foster this philosophy, we use natural and logical consequences, time-outs, redirection, setting limits, and giving choices. Through these methods, staff seeks to help children build life skills, responsibility, and appropriate resolutions for conflict. There are however, some actions which will result in

immediate suspension and potential expulsion from the program: (1) Any physical contact with another Club member or staff of a violent or sexual nature; (2) Theft; (3) Pulling a fire alarm; and (4) Any physical act which causes damage to a classroom, or any other portion of our building. (5) Hate speech.

Expectations for all participants:

The youth commit to:

- Follow directions given by staff and the rules of the Club
- Stay with the group and in their designated areas
- Use appropriate language
- Respecting the rights and property of others
- Use toys, supplies, the classrooms, bathrooms, and equipment respectfully
- Walk while in the building
- Clean up after yourself
- Keep hands and feet to self

The Parent commits to support the program by:

- Ensuring personal contact, and emergency contacts information is accurate and up to date
- Encouraging the child to follow the youth expectations
- Adhering to our check-in/out and pick-up policies
- Notifying the Site Director when there is a concern regarding the child, especially if there are medical or special needs issues
- Understanding the discipline philosophy and the discipline policy
- Speak and engage with Club staff respectfully and appropriately
- Not interacting with any youth other than their own
- Paying all fees on time

The BGCC staff Commits to:

- Provide a safe, nurturing, enriching environment
- Respecting the rights and property of others
- Communicate with parents when an issue arises

- View disciplinary actions as opportunities to learn

Our staff are trained to prevent and de-escalate challenging situations using positive strategies. Very rarely, if a young person's behavior puts their own safety or the safety of others at immediate risk, staff may use a safe, approved intervention as a last resort. This is never done as punishment, only to keep everyone safe. If this ever happens, we will let you know right away and work together to support your child.

Items Not Allowed at the Club

These items need to be left at home because they distract members from engaging in programs, are often lost or stolen, and/or may be dangerous:

- » Toys (action figures, dolls, stuffed animals, Beyblades, etc.)
- » Blankets
- » Pokémon cards or other collectible cards
- » Game Systems (Game Boy, Switch, PSP)
- » Electronic devices
- » Shoes with wheels
- » Skateboard, or scooters
- » Weapons (pretend, toy, or real) are prohibited at the Boys & Girls Club and will be confiscated

The Boys & Girls Club of Corvallis is not responsible for lost or stolen items.

Typical Summer Camp Schedule

Here is a typical daily schedule - the order and times may vary based on grade groups:

1st-6th Grade	
Time	**Activity**
7:30-9:10	**Youth Arrival and Fun!**
8:30-9:00	**Breakfast**
9:15-12:00 Three Rotations Three choices each Rotation	**Enrichment Activities:** STEM, Sports, Outside Play, Library, Reading, Art **Youth Led Clubs:** Ex: Drama Club, Board Game Club, Pokemon Club, Leadership Club, Digital Arts Club, Sports Club
12:00-1:00	**Lunch and Fun!** Playground, Gym Games, Gamesroom
12:15-1:00	**Lunch**
1:00-3:30 Three Rotations Three choices each Rotation	**Enrichment Activities:** STEM, Sports, Outside Play, Library, Reading, Art **Youth Led Clubs:** Ex: Drama Club, Board Game Club, Pokemon Club, Leadership Club, Digital Arts Club, Sports Club
3:30-4:00	**Supper**
4:00-5:30 Two Rotations Three choices each Rotation	**Enrichment Activities:** STEM, Sports, Outside Play, Library, Reading, Art **Youth Led Clubs:** Ex: Drama Club, Board Game Club, Pokemon Club, Leadership Club, Digital Arts Club, Sports Club
5:30	**Youth Departure**

Cell Phone Policy

For grades K-6th - cell phone use is not allowed, except for emergencies. If your child brings a cell phone to the Club, it must be kept in their backpack in the storage cubbies. If there is an emergency, and staff gives permission for use, the child can use their cell phone in the front lobby.

For grades 7th–8th – cell phone use is allowed only during designated times and for designed programs. Staff will provide a schedule.

The club is not responsible for lost or stolen cell phones.

Lost & Found

Personal belongings should be properly marked and stored in the cubbies provided in the Club. Participants should take home projects and personal belongings each day. Cubbies and rooms are cleaned

every day at closing. Items left after closing are put in the Lost & Found located in the front lobby of the Clubhouse. If they are not claimed within one week, all items will be donated to Vina Moses, where they can be picked up at no charge.

Parent/Guardian Contact Policy

- Parents/guardians will be contacted if a suspension should occur. The suspended participant must be picked up within one hour after parents/guardians or emergency contacts have been notified. Parent must make contact with one of the Summer Club Directors to discuss the incident before their child may re-enter the Summer program.
- If the suspension was the result of any type of act that causes harm or injury to another participant, the parents/guardians of the injured participant will be contacted immediately.
- Parents/guardians will be contacted if their child becomes ill, and will need to pick their child up as soon as possible.
- Parents/guardians will be contacted if their child gets injured and an Incident Report will be provided.

Nutrition

In addition to the program services offered at the Sumer Camp Club program, we also serve nutritious USDA certified meals and milk every day at no additional cost. The Club partners with the School District who provides the meal service.

During the summer we will provide breakfast, lunch, and supper. We will also provide an early afternoon snack.

The Club will only be aware of food allergies if they are included when the child is registered, therefore it is critical that any allergy or other special medical circumstances are shared on either the paper or on-line

registration form. Even though the Club will then be aware of food allergies, participants are responsible for self-management. Also, most meals include a meat component, therefore if your child is a vegetarian they must notify the lunch servers and bring a note from home. Vegetarians must take the vegetarian meal each time they take a meal.

The Club is **not** a nut-free environment. Some food items served will contain nuts.

Health & Medicine

If a participant becomes ill at the Club, they must be picked up within one hour after contact has been made with the parent/guardian. If your child is sick they should stay home rather than attend the Summer program, as the Club is not equipped with an area to isolate ill youth.

Prescription and non-prescription medicine cannot be administered by any Club staff. Medication can be stored at the front office for access at any time. Members with medications must be responsible for self-management and not rely on staff assistance. Please talk to one of the Summer Club Directors if this is a need for your child.

Youth Development Professionals - Our Staff

The Club's best asset is our dedicated and caring youth development staff. Many of our employees and volunteers either have a background in, or are studying for, a career in youth development or education. We know that the fun equipment and programs initially attract members, but it is the positive mentor relationship that keeps our members coming back year after year! Our goal is to work with our members to inspire and encourage them to dream and achieve their life goals.

Human Centered Statement

At BGCC, we focus on putting the needs, experiences and well-being of young people at the core of our programs and initiatives. Our strategies prioritize youth development, and community engagement to create a safe and supportive environment for youth and teens.

We empower our youth, teens and staff to reach their full collective potential. Our commitment to advancing a Human Centered environment is evident in our vision and mission. It shapes everything we do: hiring staff, recruiting board members, forming partnerships, program and curriculum design, and creating opportunities for youth.

BGCC continually evolves to provide relevant opportunities so that all youth are empowered and included, no matter what their circumstances.

We are committed to continuous improvement in all that we do by incorporating youth and family voice as we strive to break the cycle of intergenerational poverty and overcome the opportunity gap for a healthier shared community

Notes and Contact Numbers

1. BGCC CEO – Helen Higgins – hhiggins@bgccorvallis.org 541-757-1909 x201
2. BGCC Summer Club Director - Casey Higgins - casehiggins@bgccorvallis.org 541-757- 1909 x207
3. BGCC Summer Club Director – Camryn Crouse – ccrouse@bgccorvallis.org 541-757-1909 x220

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