



**BOYS & GIRLS CLUBS  
OF MERCER COUNTY**

Summer 2018 Program Handbook – Lawrence

This handbook is intended to provide information to families of the Spruce Street Community Center Summer Program about our Operations and Policies.

**Mission**

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

**Enrollment**

All children must be members of the Boys & Girls Clubs of Mercer County in order to enroll in the Summer Program. This membership also allows you to take advantage of other Club programs.

Parents must complete the enrollment package before your child can start the Summer Program. Enrollment package may be found online at [www.bgcmercer.org](http://www.bgcmercer.org) .

**Ages**

The Summer Program is open to children 5 through 15 years old.

**Curriculum**

Students in the summer will have the opportunity to participate in activities that will include swimming, art instruction, STEM activities, outdoor playground, music, theater, sports, cooking, and whole lot of fun!

Students will have the opportunity to participate field trips to local parks, museums, amusement parks, and much more.

Professional staff will lead activities with 20-24 students per group, with a teacher assistant to keep a maximum of 12:1 student to staff ratio.

All staff will have state certification and/or years of experience in the theme activity they are leading.

Travel Camp will have a 15:1 camper to teacher ratio.

**Summer Tuition**

Tuition for Kids Camp is \$230 per week if paid before 4/1/18, \$255 per week after 4/1/18.

Travel Program is \$310 per week if paid before 4/1/18, \$320 per week if after 4/1/18.

Last Blast Camp is \$255 per week if paid before 4/1/18, \$275 per week after 4/1/18.



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Specialty Camp prices are listed on the website. Balance of camp fees are due on Mondays; two (2) weeks PRIOR to the start of each camp week.

We encourage parents to enroll in the credit card draft program to avoid late fees.

### **Late Policy Payment**

If your balance payment is not made by the due date, your deposit will be forfeited and your child will lose their spot for that camp week. We encourage all parents to use our auto-deduct credit card tuition program to avoid this from happening and helps provides for a smooth payment process.

**A \$35.00 fee will be charged for checks returned for insufficient funds. If more than one check is returned for insufficient funds, only Money Orders or Cash will be accepted as payment.**

### **Tuition Assistance**

The Club works extremely hard each year raising hundreds of thousands of dollars to enable everyone to take advantage of our programs and services. Please complete a sliding fee scholarship application if you need assistance in paying for the after school program. Your fee would then be based on your family size and income level. Many parent/guardians also get funding help from the Division of Youth and Family Services, Social Services and/or Child Care Connection.

Let us know how we can help you.

### **Withdrawal from the summer program**

*Deposits are nonrefundable.*

If you need to withdrawal from the summer program, one month notice of withdrawal must be in writing. No refund will be given without proper notice. (If applicable). All refund requests must be submitted to the Executive Director for approval.

Memberships are **non-refundable**.

### **Program Dates and Hours**

The program runs June 25, 2018 – August 31, 2018 from 7:30 am – 6:30 pm, Monday – Friday. The summer program will be closed July 4<sup>th</sup>.

### **Transportation**

There is no transportation provided to and from the summer program. Transportation is provided for all full day trips, swimming and ½ day park trips.



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**Please remember, transportation for our program by the Club is a privilege. Remind your child that good bus behavior is a matter of safety. Children are expected to display appropriate behavior on the bus at all times. Any reported problems will be handled according to our discipline code (Member Code of Conduct).**

**Late Pick-up Policy**

All members must be picked up by 6:30 p.m. It is the parent/guardian's responsibility to notify the program staff if pick up will be after the program ends.

**A late fee of \$1.00 per minute and per child will be charged after the program closes. (*Even in the event that a phone call is received, a late fee may be assessed.*) If children are not picked up at the close of the program, staff will call the listed emergency pick up person to come for the child(ren).**

While occasional lateness is understandable, chronic lateness and/or failure to pay the late fee charge will result in dismissal from the program.

**Arrival & Dismissal/Sign- in & Sign-out Policy**

Members should not arrive at the Club earlier than 7:30 a.m. Supervision is not provided prior to that time. Please arrive and dismiss through the designated exits.

Members who need breakfast need to arrive by 8 a.m. to eat and/or order food from the café. We will not be allowing members down there after 8 a.m.

Members must be signed in and out every day. Please make sure you come inside the building every day to sign your child(ren) in and out.

A child will not be released to anyone other than a parent /guardian or the person designated on the membership form. If your child is being picked up by someone other than yourself or your designee, you must provide a written, signed and dated note of authorization. The person picking up your child(ren) must provide picture identification and is required to sign your child out of the program.

**A child will not be released without written authorization.**

**Release of Children**

Once a member has arrived at the building, he or she will not be permitted to leave for any reason. Members will only be released to a parent/guardian or authorized person.

**Members are not permitted to walk home from the Summer Program.**



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### **Early Sign-Out**

If it is necessary for a member to be dismissed prior to the end of the camp day, the parent/guardian must send a note or email to the Youth Program Director.

If it is an emergency pick-up, please call the Youth Program Director's Office to alert the staff as soon as possible.

### **Attendance & Absences**

When your child is absent from camp, please call the Youth Program Director's line at (609) 695-6060 ext. 220 to report the absence.

When leaving a message, please indicate the following:

- Your Child's Name
- Date
- Teacher
- Reason for Absence
- Expected Date of Return

***\*\*If your child is running a fever or ill, please keep him/her home. Members should be fever free and vomit free for 24 hours before returning to camp.***

**All members absent due to communicable disease must be readmitted to the Club through the Youth Program Director.**

### **Birthdays & Celebrations**

We are sure that you are aware that many children in today's world face health issues concerning food. Many of our members deal with serious food-related problems that can require emergency procedures.

The health, safety and well-being of children are always our first concern. Therefore, we adopted a no food policy for birthdays and **we are a peanut/nut free facility.**

### **Discipline Code**

At the Club, one of our primary goals is to provide a safe, nurturing, and enriching environment for all of the children we serve. We recognize that one of our jobs is to help children learn appropriate ways to handle conflicts. We work on this as conflicts arise, helping the children find solutions.



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Children enrolled in our after school program are expected to set and maintain standards of citizenship and courtesy.

Children are expected to conduct themselves in a manner that is safe and courteous while enjoying their rights and privileges. Mutual respect for the rights of other members and adults and also respect for the rights of others' personal property will help provide a safe, orderly and civil environment for everyone.

A child's behavior which infringes on the rights of other members or on personal or Club property will not be tolerated. Children engaging in such behavior should expect consequences for such behavior.

**We reserve the right to exclude any child from the program for a specified period of time or to terminate any child's enrollment if that child is found to be continuously disruptive to our program.**

**Verbal or physical harassment of members or staff by other members or staff violates individual rights and will not be tolerated.**

Deliberate damage to another child's property or Club property will result in payment by parents/guardians for such damage. Taking property of another child or of the Club will be treated in a serious manner.

Each child is expected to respect and to understand the differences they see in other children's abilities, appearance, dress, etc.

The parents/guardians are included in this discipline process so children can see that both parents and staff reinforcing the policies while setting a limit. Parents/guardians will be notified verbally or in writing regarding disciplinary action taken by a program staff member, to better aid the child in improving and correcting their behavior.

Program staff shall provide each child with guidance that helps the child acquire positive self-concept and self-control. Behavior guidance used by each program staff member will be constructive, positive, and suited to the age of the child at all times.

The following rules and standards apply.

1. To prevent unacceptable behavior from occurring the staff will:
  - Model appropriate behavior.
  - Arrange the classroom environment to enhance the learning of acceptable behaviors.
  - Use descriptive phrase praise when appropriate occurs.



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2. When unacceptable behavior occurs or is about to occur, program staff will use:
  - a. redirection—substitute a positive activity for a negative one
  - b. distraction—change the focus of the activity or behavior
  - c. active listening to determine the underlying cause of the behavior
  - d. Time-out/Thinking Chair (*separation from the group*) is used as a last resort, only when less intrusive methods has been tried and or behavior of the child is dangerous to himself and others.
    - i. In the event a time out is used, the child will be separated from the group for a maximum of 5 minutes.
    - ii. If the child cannot calm themselves down and be ready to join the group again they will be removed from the classroom and taken to the Youth Program Director.
    - iii. If after the Youth Program Director is unable to calm down the child and resolve the matter, you will be called and given the opportunity to calm down your child.
    - iv. Failure to calm down your child within a 5-10 minute period will result in you needing to pick up your child for the rest of the day.

Members, including parents/guardians, are expected to:

1. Members are expected to demonstrate honesty and integrity and have a sense of purpose and fortitude.
2. Show proper care for Club property and work to keep the Club neat & clean.
3. Respect and treat each other as they would like to be treated.
4. Respect others differences.
5. Members should dress appropriately.
6. Members should not bring weapons or other prohibited items into the Club.
7. Resolve conflict peacefully, ask for help from staff when needed and do not resort to violence.
8. Be polite, have fun, and smile.
9. Strive for their best and encourage others to do the same.
10. Adhere to classroom and bus rules/regulations;
11. Conduct themselves appropriately on any field trips.
12. Respect the rights and safety of others;
13. Respect Club property and the property of others;
14. Respect the authority of all program staff members of the Boys & Girls Club;
15. Adhere to classroom and bus rules/regulations;
16. Conduct themselves appropriately on any field trips.

Bus Rules:

- Sitting properly in the seat, with seat belts securely fastened.



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- Respect the people on the bus and property.
- Eating is not permitted on the bus.
- Hands and feet remain inside the bus.

If a member does not conduct him/herself as deemed by the Boys & Girls Club staff and support staff (*i.e. bus drivers*) the following course of response can be taken for any inappropriate behavior:

- Verbal/written warning and a meeting with parent/guardian.
- Parent meeting with the Youth Program Director.
- Prohibited from attending field trips, special events or activities.
- Suspension from the summer program.
- Expulsion from the summer program.

**Please note that these expectations apply to all parents/guardians when in the building.** Abusive behavior and/or verbal threats by parents/guardians toward program staff will not be tolerated. This will result in immediate termination.

In addition, lack of cooperation by the parents with the program's efforts to resolve differences and/or to meet the child's needs through parent/staff meetings or conferences can result in termination from the program.

Our primary method of discipline is to keep kids active in well-structured programs, focus on and reward positive behavior, and to catch problems while they are still small.

All attendees of the Boys & Girls Clubs of Mercer County are expected to set and maintain standards of citizenship and courtesy. Children are expected to:

If a child does not conduct him/herself as deemed by the Boys & Girls Club staff and support staff (*i.e. bus drivers*) the following course of response can be taken for any inappropriate behavior:

- Meeting with parents
- Suspension from bus riding
- Prohibited from attending field trips, special events or activities
- Suspension from the after school program
- Termination from the after school program

**Dress Code**



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Members should dress appropriately for the weather. Members should not wear any revealing tops or shorts/skirts that are above the mid-thigh. If a child is sent inappropriately dressed, the parent/guardian will be called and must bring the child clothing that is deemed appropriate.

Please be advised the following articles of clothing are prohibited:

- Bandanas; hats; hoods; torn clothing or excessively long t-shirts
- Open toed shoes, sandals, or any loose fitting footwear. Members must have sneakers to participate in gym, sports-related, and outside activities.
- Any clothing featuring violence, profanity, or any offensive pictures or words.

### **Extra Change of Clothes**

We request that you send in a complete change of clothes (*underwear, pants, shirt, socks, etc.*).

It is essential to health and safety standards that all children bring a change of clothes with them. There are many reasons that may require a child to change their clothing.

Accidents are certainly the most predominant reason. Children of ALL ages occasionally wait too long, have tummy problems or get too busy doing something to stop and use the restroom. Accidents can also be from spills or sitting in something and we want to be able to have that ability to allow your child to change their clothes.

Although we sometimes have extra clothing on hand, often we do not have correct sizes or find that the clothing is not being returned. Please be sure that your child(ren) have a change of undergarments as well as pants or shorts, a top and socks. Program staff is often finding one but not the other. We like to be discrete as possible with accidents which can often be difficult when a child has to wear something that does not fit them.

If we do not have the extra clothing to change your child, you will be called to come and change your child.

### **Personal Belongings**

Members should not bring valuables (*money, games, cell phone, pagers, etc.*) or personal items such as radios, CD players, or handheld games to the summer program.

Any clothing or articles sent separately (*umbrellas, coats, backpacks and lunch bags*) should have the child's name written or pinned to it.

All items left at the Club at the end of the day will be placed in our lost and found. The Boys & Girls Club will not be held responsible for any lost or stolen items.

### **Telephone Use/Cell Phone Usage**



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The Boys & Girls Club staff will only be permitted to use the phone in the case of an emergency and/or to contact a parent/guardian regarding a member.

The staff will not be permitted to contact parents to bring such things as snacks, money, etc. Please bring or send your child with everything that s/he will need for the day.

If you need to contact a Camp staff member, call our main office at (609) 695-6060.

Club members in the summer camps are not permitted to use cell phones while at the club.

In case of emergency members should ask staff for permission to use the phone. Members who visit the club during drop in hours must keep their phone on vibrate while in the building.

- If a member using a cell phone, they will be asked them to put it away. If we see it again, we will confiscate the phone until the parent/guardian picks the child up.
- If the member rides the bus, the cell phone to the Youth Program Coordinator/Director so the parent can come pick it up.

### **Policy Non-Compliance**

**Failure to comply with the Cell Phone Policy may result in confiscation of cell phone, disciplinary action, and possibly expulsion for members.**

### **Lockers**

Each member enrolled in the summer program will receive an assigned locker. Only Club locks can be put on lockers to ensure that we can access lockers in case of an emergency. These locks can be purchased at the front desk for \$7 each.

### **Computer Use**

All members are required to abide by the Boys & Girls Clubs of Mercer County Acceptable Use Agreement. All computer hardware and software belong to the district and the district retains the right to access e-mail, files or other material maintained on a district computer as it believes necessary. All members are expected to be on appropriate websites. Violations of the rules and code of the Acceptable Use Agreement will be dealt with seriously. Violators may lose computer privileges and may be subject to other disciplinary action.

### **Use of Social Media and/or other Websites**

Our Club uses several social media, networking and websites to communicate including but not limited to our BGC website, Facebook page, Twitter, etc.

Posting photographs or videos of club members, other than your own, and staff members is prohibited including, but not limited to photographs or videos of club and or staff members obtained through handheld devices, computers, video monitoring systems, childcare monitoring apps, or any other electronic device or transmission. Posting of photographs or videos of club or



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staff members with written permission from the parent/guardian or staff to do so on file is permitted.

Posting of private or sensitive company, staff or prior staff, and/or enrolled or previously club members/family information is prohibited.

Staff/parent/guardian communication is limited to Club sites only.

Staff/parent/guardian communication is limited to Club sites and personal sites with Club Director's permission.

Posting of live feeds obtained through handheld devices including club or staff members with written permission from the parent/guardian or staff members to do so on file is permitted.

Use of social media/networking and/or other websites is prohibited when supervising club or staff members.

General Club information/updates may be posted with prior approval from the Director.

Vulgar or abusive language, disparaging remarks and/or references of a disparaging manner, personal attacks of any kind, or offensive terms targeting individuals or groups is prohibited.

Any breaches of the Club's Policy on the Use of Technology and Social Media identified must be promptly reported to the Director.

**Information we may choose to communicate via electronically to parents/guardians**

We are using Remind, formerly Remind101, communication app that helps us to connect quickly and efficiently. We will be using it to inform or remind parents/guardians of things happening, upcoming events/special programs, or other important information/notices for you to be aware of.

In addition, we will also use it to contact you if we are unable to reach you by phone and need you to contact us regarding

**Illness**

- Illness
- Accidents
- Injuries
- Behavioral concerns
- Child's Daily Updates
- Community Information
- Emergency Closures/Delayed Openings
- Photographs
- Requests for Records or Supplies
- Other

**Medicine**



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Medications will be administered by a designated program staff when physicians find it necessary for a child to have medicine during the day. Permission must be granted by parent/guardian and specific instructions must be obtained from the physician prescribing the medicine.

**All prescription medicines must be in the original bottle. A signed consent form and prescription from the doctor must be on file. Your child will not be able to start the summer program if you have not completed this as well as supplying the program staff with the medicine.**

1. Must be accompanied by a note from parent/guardian giving permission for the staff to give the medication.
2. Must have a note/order from a physician, dentist, and orthodontist (*on form or letterhead*) containing the following:
  - a. Member's name
  - b. Date
  - c. Medication name
  - d. Dosage
  - e. Time to be given
  - f. Diagnosis
  - g. Side effects to be observed
  - h. Length of time order is in effect.
  - i. Physician's signature
3. Must be in its original container (*ask your pharmacist for a separate bottle for the Club*). Over-the-counter items **MUST** be in original packaging.
4. A member may self-administer medication without supervision of the school nurse for asthma or other life-threatening illnesses with the permission of the doctor, staff member, parent and director.

"Life-threatening illness" has been defined as an illness or condition that requires an immediate response to specific symptoms that if left untreated may lead to potential loss of life such as, but not limited to, the use of any inhaler to treat an asthma attack or the use of an adrenaline injection to treat a potential anaphylactic reaction.
5. All medications whether prescribed or across the counter including Tylenol, Advil, Midol, Benadryl, cough medicine, etc., shall be administered by only the school nurse or school nurse substitute.



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These regulations are for the protection and well-being of all the children. If you have any questions concerning these procedures, please contact the Youth Program Director.

Members are not permitted to carry prescription or non-prescription medication(s) in the Club unless permission has been granted to self-administer medication in accordance with *The Self Administration of Medication Policy*.

Members may be permitted to self-administer medication without the supervision of Club staff for asthma or other life-threatening illnesses when the parental and prescribing physician request for self-administration.

### **Illness**

If a child has any of the following symptoms, the parent/guardian or emergency contact will be notified to pick up the child immediately:

- Fever of 100 degrees or higher;
- Vomiting or diarrhea;
- Accident requiring medical attention or a change of clothes
- Contagious disease;
- Any other physical or emotional situation or trauma which requires parent intervention.

**Your child should be fever free and from any other contagious diseases for 24 hours before returning to our program.**

When accidents occur during the summer program, first aid is given to the child.

For serious injuries requiring immediate medical attention, Emergency Medical Technicians/Police Department will be called and the child will be taken to the hospital. Parents/Guardians will be called immediately.

**It is therefore extremely important that we have all current, working numbers for all parent/guardians and emergency contacts.**

A staff member will accompany the child to the hospital and remain at the hospital until a parent/guardian arrives.

### **Communicable Diseases**

If a child contracts any communicable disease, please report it to us immediately. The child may not return to the program without a written doctor's note stating that the child presents no risk to himself/herself or others.



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If a child becomes ill during the program, first aid certified staff will use his/her professional judgment to determine if the student should remain at program, or sent home. **It is essential for the program to have the current working telephone number of each parent or guardian.**

**If it is deemed necessary for the child to be sent home, a parent or guardian must pick up the child within one hour of being contacted by the Boys & Girls Club Staff.**

The Boys & Girls Club staff will not be responsible for providing any change of clothing for any child for any reason. **A parent/guardian or emergency contact will be called to pick any child that requires a change of clothing.**

### **Harassment, Intimidation, and Bullying**

The Boys & Girls Clubs of Mercer County prohibits acts of harassment, intimidation, or bullying or passive support for those acts. A safe environment is necessary for members to be able to reach their full potential as productive, caring and responsible citizens.

Harassment, intimidation, or bullying is conduct that disrupts both a member's ability to learn and the club's ability to educate its members. "Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication (phone, computer, etc.), that takes place on Club property, at any Club-sponsored function or on a school bus that is motivated by an actual or perceived characteristic, (race, color, religion, sexual orientation, disability, etc) and has the effect of harming a member or damaging the member's property, or placing a member in reasonable fear of harm or damage to his/her property; or is insulting or demeaning to any member to cause substantial disruption in, interference with, the orderly operation of the Club.

This policy will impose appropriate consequences and remedial actions in response to acts of harassment, intimidation, or bullying and applies to all members, Club employees and volunteers.

### **Parent Information**

We are using Remind, formerly Remind101, communication app that helps us to connect quickly and efficiently. We will be using it to inform or remind parents/guardians of things happening, upcoming events/special programs, or other important information/notices for you to be aware of.

There is also a board and a table when you first enter the club which displays important information.

In addition, we will also use it to contact you if we are unable to reach you by phone and need you to contact us regarding your child (*ex. your child is sick, notify you of an incident, etc.*)



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You may receive emails or phone calls depending on what the information may be and timeliness of the matter is.

Parents/guardians have the right to schedule a meeting with the Youth Program Director at any time. If there are any concerns that need to be discussed regarding your child, they should be brought to the immediate attention of the director.

When necessary, conferences can be scheduled with camp counselors. Parents/Guardians only have the right to obtain information regarding their child(ren). If a problem exists with another member, a meeting will be scheduled with all necessary parties to resolve the problem.

### **Parking**

Please be careful and slow down when you enter our street as there are children present. Also, please keep in mind when you enter our street it is a two way street all the way until the other parking lot. We need everyone to go slowly and respect the signs.

**Please do not park along the curb at any time. People have been blocking buses from getting in an up close to drop off and pick up students.**

### **Field Trips**

Throughout the summer, members will be participating in field trips to local attractions, parks and pools. These trips are a valuable part of our summer camp experience. The same rules of conduct required in the Club are enforced on these trips.

Extra care and caution on field trips are necessary because of the different environments. Parent/guardian will be informed of all field trips via email, apps, parent board, etc.

A completed permission slip and/or waiver is required for some field trips.

### **Recess**

During the day, members will receive some recess time in our new playground. Recess time is a part of the necessary requirement for keeping members physically fit. Members will go outside unless the weather is poor or due to a heat index advisory/warning.

Members should dress appropriately for outside recess. Members should have sneakers on.

Parents/guardians should not request their child(ren) stay inside during recess.

### **Emergency Evacuation**

In case of an emergency or natural disaster where the building must be evacuated, campers will be evacuated.



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**Drills**

The Club performs monthly emergency drills.

Procedures are outlined for each staff member. For safety reasons, members are expected to follow the staff's instructions, exit the room in a single line, refrain from conversation, use assigned exits and report to the assigned outdoor area.

**Custody/Court Orders**

Safety and security is one of our top priorities for every member. As a result, we must make sure to have accurate information relating to parent/guardian custody.

We must be advised of all court orders and/or custody matters involving a child enrolled in the summer program. In the event that a legal document restricts or limits contact with a child enrolled in our program, this document must be furnished to the program.

If your child(ren) is living with one parent who has legal custody and the non-custodial parent is not permitted to contact the child at the Club, or remove the child from the Club, the Membership Office must be provided with custody papers and/or written evidence indicating the same.

If these papers are not provided, we cannot refuse access to the child by the non-custodial parent.

Any change in the custodial status must be reported to the Membership Office.

Should the stipulations or conditions of any legally binding document change, we must receive a copy of the revised legal document. Without this, we are obligated to comply with the existing documents in our possession.

**Child Protection and Permanency (CP&P)**

In keeping with New Jersey's child care center licensing requirements, we are obligated to provide you, as the parent/guardian of a child enrolled at our center, with this informational statement. The statement highlights, among other things: your right to visit and observe our center at any time without having to secure prior permission; the center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the Child Protection and Permanency, CP&P (*formerly the Division of Youth and Family Services, DYFS*).

Here is a copy of the Manual of Requirements on the DCF website:  
[www.state.nj.us/dcf/providers/licensing/laws/index.html](http://www.state.nj.us/dcf/providers/licensing/laws/index.html)



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**Snacks & Lunch**

Parents may send a morning and afternoon snack to camp with their child(ren).

All snacks and lunches should be nut free. We are a nut-free facility. Do not bring any food products into the building that contain nuts for the safety of our club members.

Lunch can be purchased in from Café BG's. Food can be done through a pre-paid lunch or ordered that morning during our homeroom.