

GREAT FUTURES START **HERE.**



**SUMMER CARE PARENT HANDBOOK**



Updated April 2025

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## The Boys &amp; Girls Clubs of Warwick Summer camp programs:

|                                                                                                                                                 |                                                                                                                                                                       |
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| <b>STEAM Camp</b><br>Grade 1- age 13<br>Norwood Branch<br>42 Frederick St.<br>Warwick, RI 02888<br>Dates 6/23/25-8/15/25<br>Hours – M-F 9am-3pm | <b>Summer Day Camp</b><br>Grade 1-Age 13<br>Oakland Beach Branch<br>340 Oakland Beach Ave<br>Warwick, RI 02889<br>Dates 6/23/25 – 8/22/25<br>Hours: M-F 8:30am-4:30pm |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|

(401) 467-4385

Fax (401) 467-8028

Website: [www.wbgclubs.org](http://www.wbgclubs.org)**About the Boys & Girls Clubs of Warwick****Mission**

*The Boys & Girls Clubs of Warwick is a non-profit organization working to help youth of all backgrounds, with a special concern for those who need us most, develop the qualities to become responsible citizens and leaders.*

Our Programs foster an environment of excitement, positivity, safety, and acceptance, promoting growth, teamwork, and creativity. Through leadership and role modeling, we instill respect, dependability, and self-expression. Our goal is to create a space where campers feel comfortable making new friends and fostering a sense of belonging.

According to the American Camp Association, these are some of the benefits and anticipated outcomes of the camp experience:

Social Skills Development  
Leadership  
Communication  
Participation

Self-Respect and Character  
Building  
Responsibility  
Resourcefulness  
Resilience

Community Living/Service  
Skills  
Caring  
Fairness  
Citizenship  
Trustworthiness

**What We offer:****Before/After School Childcare**

- Kindergarten - Gr 5

- Norwood & Oakland Beach Branches
- Transport to/from most Warwick elementary schools

- Recreational Basketball
- Fall, Winter, Spring & Summer leagues
- Kindergarten - 12th grade

#### **Drop In Middle School Program**

- Grades 6-8
- Music, Arts Focused programs
- Walking distance from Vets

#### **Vacation Camps & Non Holiday No-School Days**

- Full day programs
- Located at the Norwood Branch
- limited capacity

#### **Youth Sports**

*\*Registration for our Before/After School Care & Drop in program at Cooper will open in July - visit [www.wbgclubs.org](http://www.wbgclubs.org) for updates*

## **INTRODUCTION**

Welcome to the Boys & Girls Clubs of Warwick. The following pages contain important information about this program. We look forward to a FUN summer with you and your child. To provide a fun and safe program, we need your support and cooperation with the following procedures:



### **REGISTRATION:**

Registration and payment must be completed on our Parent Portal



### **FEES AND AGES SERVED**

The Boys & Girls Clubs of Warwick Summer Programs serves school aged youth entering first grade through age 13 . There is a registration fee of \$30 required for each camper. – A deposit will be required upon registration, all deposits are non-refundable and non-transferable. Weekly rates noted below apply to the Summer Program. We do not refund, pro-rate or credit fees, for illness, absences, and behavior suspensions.

| 2023 Rates     | Day Camp<br>OB Branch<br>8:30am-4:30pm | Day Camp<br>OB Branch<br>Ext. Care*<br>7-8:30am<br>4:30-6pm | STEAM Camp<br>Norwood<br>Branch<br>9am- 3pm | STEAM Camp<br>Norwood Branch<br>Ext Care*:<br>7am-9am<br>/ 3pm – 6pm |
|----------------|----------------------------------------|-------------------------------------------------------------|---------------------------------------------|----------------------------------------------------------------------|
| WEEKLY RATE    | \$225.00                               | \$10 AM<br>\$10 PM                                          | N/A                                         | N/A                                                                  |
| 2-WEEK SESSION | N/A                                    | N/A                                                         | \$450.0                                     | \$50 AM<br>\$50 PM                                                   |

***\*There is no fee for Extended Care if you qualify for CCAP however you must still choose it when registering so we may have an accurate count for staffing purposes***

***\* Payment is due by the Friday before the week of service \****

***\*for week of 7/7-7/11 fees will be charged to accounts on 7/3 due to the holiday***

### **PAYMENT POLICY:**

All payments for Camp services are due by the Friday prior to the week of service and must be paid via check or Money order in person or online via credit card or you may set up automatic payments through your parent portal

***Services will not be continued for any family that has not paid for the current week by Monday, and the Campers slot will be filled from the waiting list.***

### **YEAR END STATEMENTS:**

Year end statements for your Taxes can be accessed via your Parent Portal

**Our EIN / Tax ID number is 05-6019193.**

### FIELD TRIPS / OFF SITE ACTIVITIES

Camp Programs have field trips scheduled weekly, some of which are an additional fee.

All Field Trips must be prepaid and reserved at registration.

Field trips are non-refundable/non-transferable and subject to change.

Campers must bring a cold bagged lunch on field trip days

### ATTENDANCE

Please be sure to call the Club at 467-4385 if your child will not be attending on a given day

### ARRIVAL AND DISMISSAL INFORMATION

\* Administrative entrance at the Norwood Branch (on the right side of the building.)

\*Front Circle Entrance at the Oakland Beach Branch

(ON Oakland Beach Ave, front of building)

**Please observe speed limits when pulling into our lot to park.**

- All campers **must be escorted** into the building and checked in by an adult
- When picking up your child, please present a valid ID for the staff member to verify authorization to pick up. \*You must wait at the entrance while your child is called for dismissal

### CHILD RELEASE POLICY

**Anyone picking up a child from the must be authorized by the parent/guardian to do so.**

Authorized pick ups may be edited on your Parent Portal

\*Per DHS Guidelines all Campers must be signed in and out at the Center by an authorized adult.

**\*We are unable to accommodate pickup or drop off at off site field trips.**

\*Individuals authorized to pick up must be **18 or older** with a valid photo ID.

\*We will **not** release your child to a minor or to **anyone** who cannot produce photo identification.

\*A valid ID will be required **each time** your child is to be released.

\*If you do not have your ID, you will be asked to call someone on your pick-up list to present ID and sign out your child.

\* Emergency changes to your child's application may be done over the phone using your family specific PIN.

—Keep this PIN private, as anyone with your PIN can alter your child's application.

### LATE PICK UPS

The Boys & Girls Clubs of Warwick Summer Program hours are until **3pm** for STEAM Camp and **4:30pm** at the Camp at the Oakland Beach Branch (extended care for an additional fee is available until 6pm). We are unable to provide care past these times. If a late pick-up is unavoidable, a phone call is very important! In the event that you do arrive past the program end time, you will be charged a late fee regardless of the reason for your late arrival. This fee must be paid in addition to your next weekly payment via credit card. Chronic late arrival will result in termination from the program.

A late fee will be charged for children picked up after the program end time at the following rates:

\$5 at every 5-minute interval per child

### **Consistent lateness may result in termination of services.**

If we have not heard from you by program close, emergency contacts will be called to pick up your child. You will still be obligated to pay the late fee. In the event that none of your emergency contacts can be reached we will notify the Warwick Police Department

### HEALTH AND SAFETY POLICIES

#### ILLNESS

We ask all families to keep their children home if they have the following symptoms:

- Fever • Severe cold • Discolored nasal discharge • Diarrhea • Sore throat
- Inflamed or watery eyes • Undiagnosed rash • Vomiting



If, at any time during the day, your child does not feel well, we will take their temperature and if it is 100.4 or higher, or they are showing any signs of illness the child will be moved to a safe, separate area within the building and you or other contact will be called for immediate pick up. (Within 30 min) Members who have a temperature, vomiting or other signs of illness and are sent home will be readmitted only after being fever free for a minimum of 36 hours.

#### MEDICAL EMERGENCY PROCEDURES

In the event of a medical emergency, our staff will assess the situation and act accordingly. We will attempt to contact you first, if the situation allows, otherwise we will call 911 and contact you as soon as we ensure your child is safe and has received the attention they need.

#### MEDICATION ADMINISTRATION POLICY

The Boys & Girls Clubs of Warwick will administer medication to a child only if the following criteria are met: We need written parental authorization to administer all medication prescribed or non-prescribed. The written instructions shall include the name of the medication, circumstances under which it may be administered, dosage and frequency of administration. **We cannot administer prescribed OR over the counter medication without a written order from a licensed physician (which may include the label on the medication)** which indicates that the medicine is for a specified child and in the original container.

#### RESTROOMS

Only one child at a time will be permitted to use the restrooms.

All children must be fully potty trained. Parents must be aware that our staff members are not permitted to assist your child with toileting needs. We are sensitive to the fact that accidents do occur, so if your young child is prone to accidents, we ask that you send your child with a spare set of clothes to change into. Our staff is not able to assist your child with cleaning up or changing - this is for the safety of all children and staff. If your child has had an accident and does not have a change of clothes, you will be contacted to arrange for pick-up of your child within the half hour. \*If accidents occur consistently, your child may be dismissed from the program.

### THE STAFF

All of our staff are adults and college-age young adults who genuinely care about helping children grow and ensuring that they have wonderful experiences at the Boys & Girls Club. All staff are hired and trained to be role models for the members. The staff's attitude, energy and enthusiasm reflect this. All staff have completed CPR/First Aid Certification and staff members participate a minimum of 20 hours of in-house training per year. All of the staff have undergone intensive employment and background screenings.

### SECURITY

All children's records will be kept confidential and must be completed in full before a child will be accepted into the program. Records include the application, parent release form, medical release form and emergency phone numbers, health records and pertinent information on the Child's progress. Please keep home, work and emergency phone numbers up to date, along with any court or custody documents.

### CHILD ABUSE AND NEGLECT – DUTY TO REPORT

The Rhode Island mandated child abuse and neglect reporting law states that any person who has reasonable cause to know or suspect that any child has been abused or neglected as defined in § 40-11-2 or has been a victim of sexual abuse by another child is mandated to, within twenty-four (24) hours, report that information to the Department of Children, Youth and Families (DCYF). DCYF has set up a 24-hour hotline to receive such calls. That number is 1-800-RICHILD. Please remember, reporting a suspicion of child abuse and neglect is not an accusation. It is simply reporting a concern to the authorities, who will make a determination of the situation.

### ACTIVITIES TO EXPECT AT CAMP:

Campers will be active and engaged in immersive activities much of the day. From a friendly game of ping pong, to letting their creative juices flow with a paint brush, to swimming and water play, to a fierce competition on the kickball field. There will be no shortage of FUN!

There are low risks associated with all physical activities, sports and games.

To help mitigate these risks, please ensure your child has appropriate clothing/footwear for an active day! Flip Flops are fine to pack for the pool, but sneakers should be worn daily.

### CHECKLIST OF ITEMS YOUR CHILD SHOULD BRING DAILY TO BGCW

*Your child will be keeping their backpack with them at all times during the day.*

***Please make sure all items are labeled.***

#### **Food**

- Lunch – it must be bagged/no refrigeration or heat up available; no sharing allowed
- Water Bottle – will be able to refill
- Extra Snacks – bagged/no refrigeration or heat up available; no sharing allowed
- PLEASE- We are a NUT-FREE Facility - NO NUT PRODUCTS -

#### **Additional Items Encouraged**

Sunscreen

#### **Appropriate Clothing**

- Sneakers, Bathing Suit, Towel, Sweatshirt, Flip Flops, hat,

### PERSONAL PROPERTY AT CAMP

We make every reasonable effort to safeguard everyone's personal belongings at camp; however, families should be aware that any property sent to camp may not return in the same condition or at all. We are not responsible for lost, stolen, or damaged items.

There are some items that we do not allow at camp

- By policy, campers and staff are not allowed pets at camp. *This includes bringing a pet in the building for drop off or pick up*
- We are a nut-free facility; anything containing nuts brought to camp may be confiscated.
- Skateboards, roller or inline skates
- Any controlled substances such as tobacco, vapes, alcohol, or recreational drugs.
- Weapons or anything that easily lends itself to being used as a weapon, including pocket knives or multi-tools with a blade.
- Magazines or print material with adult-oriented content, including publications like Cosmo or Men's Health.

For other items, we advise against bringing

- Expensive cameras, sporting equipment, musical instruments, clothing, makeup, or jewelry.
- Anything of sentimental value that would cause distress should it be lost or damaged.

The Boys & Girls Clubs of Warwick are drug, tobacco/vape, and alcohol-free facilities. Persons suspected of bringing such items to camp face possible search of their personal belongings when on property.

Campers bringing personal sports equipment to camp do so at their own risk. The Boys & Girls Clubs of Warwick assumes no liability for personal items brought to camp. Anything brought to camp that we determine to be detrimental to the program or dangerous can be confiscated to be returned at the end of your camper's time with us. **We are not responsible for any lost or stolen items**

### DISCIPLINARY POLICY

The primary form of discipline is time-out, where children are separated from the situation under supervision. Inappropriate behavior may result in dismissal for the day, suspension, or even expulsion. Parents must pick up their child within half an hour if they face any of these consequences.

### CODE OF CONDUCT

In order to create an environment that is positive, safe, supportive and effective, the following principles for conduct have been set for the Club:

- \* Keep your hands, feet and other objects to yourself
- \* When a staff member asks for attention, members should stop, look and listen
- \* Practice the Golden Rule - Treat others the way you would like to be treated

**THIS IS YOUR CLUB!! TAKE GOOD CARE OF IT!**

### ZERO TOLERANCE

The Boys & Girls Clubs of Warwick have a strict zero tolerance policy on:

Drugs & Alcohol

Weapons of any kind

Bullying/Violence/Threats

Destruction of property

Disrespect

Anyone violating this policy will be expelled from Boys & Girls Clubs activities.

### PARENT COMMENTS/CONCERNS

Your comments, ideas and concerns are always welcome. We will provide program evaluation sheets on an annual basis, but encourage your feedback at any time. Please feel free to discuss concerns with the Camp Directors and/or call the Administrative offices at 467-4385

Operations Director

Associate CEO

Chief Executive Officer

Monique Rossi

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<https://www.facebook.com/bgcwarwick>

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