



**BOYS & GIRLS CLUB  
OF BURLINGTON**

# **Summer Camp Programs**

**Parent & Member  
Handbook**

**THE BOYS AND GIRLS CLUB OF BURLINGTON  
62 OAK STREET  
BURLINGTON, VT 05401  
(802) 864-5263**

**CLUB'S MISSION:** To inspire and enable all youth, regardless of circumstances, to realize their full potential, as productive, responsible and caring citizens.

**CLUB'S PHILOSOPHY:** The Boys & Girls Club of Burlington is a youth development organization. We strive 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 for others; **a sense of competence** - creates a 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 and 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 SUMMER CAMP GOALS ARE:**

To be the best summer recreation program that we can be.

To help youth to develop to their fullest potential physically, intellectually, socially, and mentally.

To deliver the program in a safe, fun, supportive, caring and positive environment.

To support and strengthen families.

**PROGRAM STAFF:** Each staff member is a qualified and experienced individual. Each group will have two Group Leaders and be assisted by a variety of staff and volunteers. Your child's Group Leaders will be in charge of logistics for the group and any special needs your child may have. You will be notified as to what group your child will be assigned and who will be their group leaders. We encourage you to make an effort to talk with your child's Group leaders. The more s/he knows about your child, the better able s/he is to meet any individual needs your child may have.

**PAYMENT:** The summer program is a 7 week state licensed day camp program. You may register your child for any combination of weeks. Tuition is \$50 per week. There is a 25% sibling discount. Full tuition for 1 week or verification of state subsidy is due upon registration. Failure to make complete payment or arrangements for payment may result in cancellation of enrollment. Tuition for the next subsequent session is due 1 week prior to the start of the sessions/that Monday. No refunds, credits, or enrollment changes can be made 1 week prior to the start date of each session.

**STATE SUBSIDIZED ELIGIBILITY:** The Club is licensed with the state as a Child Care Provider and thus are eligible to receive reimbursement funds for childcare to qualifying families. We require ALL parents to complete an assessment to determine their eligibility. Depending on the level of qualification, you may be exempt for a portion up to all of tuition payment. Qualification is based on two conditions: 1 - parent(s) working, receiving employment training / education or incapacitated; 2 - total gross income / family size.

**FINANCIAL ASSISTANCE:** The Club is committed to meeting the varied needs of a diverse population. In keeping with this mission, we welcome those who cannot afford our services and are ineligible for state subsidies to apply for financial assistance. Information is available weekdays at the Club and scholarships are awarded on a first come and documented financial need basis. All scholarship information must be completed before application will be considered. See Joyce for more information.

**PAYMENT INFORMATION**  
**(Questions and Responses)**

**Q. How much does the summer program cost?**

**R. \$50 per week 1<sup>st</sup> child for the regular camp day. \$37 per week each additional child.**

- Q. Can I use my CDD subsidies to pay for the Summer Blast Program?**  
**R.** Yes.
- Q. Who do I give payments to?**  
**R.** Either the Program Director, Kyle Barber, or Joyce McEntee
- Q. How can I make payments?**  
**R.** Check, cash, credit card, or money order
- Q. Who do I make checks out to?**  
**R.** The Boys & Girls Club of Burlington
- Q. When is payment due?**  
**R.** Payment is due one week prior to each session/Monday of that week
- Q. Who do I call if I have questions with my account?**  
**R.** Joyce McEntee, Anthony Grattelo, or Kyle Barber at 864-5263 or e-mail [kbarber@bandgclub.org](mailto:kbarber@bandgclub.org), [agrattelo@bandgclub.org](mailto:agrattelo@bandgclub.org), or [jmcentee@bandgclub.org](mailto:jmcentee@bandgclub.org)
- Q. Will the Boys & Girls Club send me a bill?**  
**R.** Not on a regular basis. We will call you if you fall behind on a payment.
- Q. What is our tax I.D. number to report the child care expense?**  
**R.** 030179307
- Q. Can I have a receipt for my payment?**  
**R.** Yes, ask for one at the time of your payment.
- Q. What are my options if I cannot maintain my payment schedule?**  
**R.** Call Joyce McEntee, Anthony Grattelo, or Kyle Barber at 864-5263 to discuss a payment plan.
- Q. If my child misses a day do I still have to pay for the day they missed?**  
**R.** Yes, because you are paying for us to save a 5 day slot, not actual days in attendance. If your child misses a day we will not be able to fill the space with short notice.

**ACCEPTANCE ENROLLMENT POLICY:** The Club's Summer Blast program is offered to children who are completing grades K - 8. Licensing states that the maximum staff to child is 1:13, when possible we have a lower ratio. 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.

**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.

The person whose name appears below has been designated to coordinate our efforts to comply with the U.S. Department of Health and Human Service regulations implementing these regulations and our grievance procedure for the resolution of discrimination complaints.

Tanya Benosky  
 62 Oak Street  
 Burlington VT, 05401  
 (802)864-5263

-Section 504 of the Rehabilitation Act of 1974, as amended, (29 U.S.C.794); 45 C.F.R. Part 84.

-Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 et seq.); 45 C.F.R. Part 91.

-Title IX of the Education Amendments of 1972 (20 U.S.C. 1681) 45 C.F.R. Part 86.

**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.

Our values regarding behavior are:

- Respect
- Responsibility
- Caring
- Happiness
- Celebrating differences

Prior to every activity our staff communicates the behavioral expectations in relation to these values. If a child does not meet the expectations upholding our values, 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 the fits the needs of their child, the other Club members, and the Club.

**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.**

**RESPECT:** The Club will do all we can to ensure that the environment at the Club is one in which staff and children feel safe and respected. Any child, or staffs, 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.

**PARENT/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.

**PARENT INVOLVEMENT:** You are welcome to visit the Club anytime you wish without prior notice. Your cooperation with all policies and procedures is basic. Take every opportunity to talk with staff about your child. Ask your child about the program every day and take time to read and information that goes home.

**GRIEVANCE PROCEDURE REGARDING ADMINISTRATIVE ISSUES:** 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/Site Director responsible for the corresponding program. If after communication with the Program/Site Director, the issue is still not resolved, they must be brought to the Executive Director and discussed with the Executive Director. If the issue remains unresolved, the parent 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](http://www.bandgclub.org).

**ATTENDANCE: The Summer Blast program is a registered state licensed program and not run as a drop-in program.** Children are not allowed to come and go as they please. Attendance is taken within the first 15 minutes of each day. Group activities begin each day by 9:30am. Please have your child here by 9:20am. If your child(ren) will not be attending for part or all of the day, it is the parent's responsibility to communicate this to the Anthony, Kyle, or Joyce. If your child(ren)'s attendance becomes sporadic without significant reason, their placement in the program may be jeopardized.

If a child is not in attendance that is scheduled to be there, staff will take the following action:

1. The phone messages will be rechecked to see if parent has notified the Club of their absence.
2. If there are no messages and the child's whereabouts have not been determined, staff will: Immediately inform the parents to ascertain the whereabouts of the child. If parents cannot be reached, all other emergency contact names will be called.

**PICK-UP:** Since our staff members are only on our payroll until 5:30 p.m., we have adopted the following tardiness policy:

-All children must be picked-up no later than 5:30 p.m. We will monitor late pick-ups. If chronic lateness occurs, this may result in dismissal from the program.

-If, for any reason, a parent is not able to pick up his/her child by 5:30 p.m., the parent should call the Club to inform us by 5:15 p.m.

-If a parent has not called and a child is not picked up by 5:45 p.m. staff will call the emergency contact person.

-Children will only be released to those persons authorized to pick-up. If there is a change in authorized pickups parents must notify us in person, by phone, by email, or with a note sent in and signed.

-If you give your child permission to walk home, it **must** be on their registration.

**PARKING:** The Club has limited parking space. We encourage parents to park on the side or back of the building when picking up children in order to minimize the potential for accidents in front of the Club.

## **HEALTH / EMERGENCY PROCEDURES**

**ILLNESS:** Due to state regulations, children may not be in the program if they have a contagious illness, a high fever, vomiting or diarrhea, or a bad cold. Parents will be called to come and get their child if s/he exhibits any of these symptoms. Children who have runny noses, but otherwise are fine may attend the program.

**MEDICATION:** Policy regarding the dispersal of medication to members

1. A Boys & Girls Club medicine release form **must** be filled out by a parent or guardian
2. All medication must be brought directly to the front desk.
3. Medication **must** be in its original container.

**Medicine release forms are part of this Parent Handbook. Additional forms can be obtained from Joyce.**

**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.
- Do periodic head checks.
- When a child is discovered to have lice or nits, the family will be asked to come get 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.).

**The child's head will need to be checked by staff and be lice/nit free before returning to the Club**

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

*-Attempts to contact a parent or guardian.*

*-Attempts to contact a parent 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 while at the IAA or the Club, 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
- Ibuprofen
- Prescription medication
- Eye Drops

**ILLNESS:** Children may not attend the program if they have a contagious illness, a high fever, vomiting, diarrhea, or a bad cold. Parents will be called to come and get their child if they exhibit any of these symptoms. Children who have runny noses, but otherwise are fine may attend the program.

**MISSING CHILD PROCEDURE:** Attendance is taken at the beginning of the day and staff does headcounts at regular intervals throughout the day are done. If it is determined that a child is missing the following is done:

1. A role call is done
2. The director is notified
3. A search of the immediate area is done
4. The police are called and given a description of the child
5. The parent are notified

**PLEASE BE SURE TO LEAVE A MESSAGE AT THE CLUB IF YOUR CHILD WILL NOT BE ATTENDING ON ANY GIVEN DAY.**

**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 the Program Director prior to calling the Department of Children and Families (DCF) to file the report. Parents will be notified of any such calls made by the Club staff unless we have reason to believe that the parent is responsible for the abuse or neglect.

If you should have any concerns regarding the treatment of your child by a staff member, you should notify the Program Director immediately. If the suspected behavior warrants that a report should be made to DCF, the employee will be dismissed with pay until s/he is cleared of any suspicions or until guilt has been proven, in which case the employee will not return to work.

**PHONE:** In case of emergency, a staff member will call home. 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.

## **PROGRAM**

### **A TYPICAL DAY:**

Your child will be assigned to one of the five groups depending upon age. If your child is registered for more than one session, it is our goal to have them remain with their original group. However, this is not always possible. For the morning, each group will rotate through a schedule to expose them to a variety of activities. The afternoon is designed to provide each child with a wider choice of activities. Each session's curriculum is theme oriented and a few activities each day reflect this theme.

The components of a typical day will include:

### **9:00am to 9:30am- Check in and Morning Snack:**

Provided by the Club

### **Morning Rotation of Activities:**

Swim lessons - Sports/Recreation - Quiet time - Arts and Crafts - Field trips - Computers - Education

### **Lunch:**

Provided by the Club

### **Afternoon Choice:**

Swim lessons - Sports/Recreation - Quiet time - Arts and Crafts - Field trips - Computers - Education

### **Snack:**

Provided by the Club

### **Late Afternoon Choice:**

Swim lessons - Sports/Recreation - Quiet time - Arts and Crafts - Field trips - Computers - Education

### **5:00pm - 5:30pm- Wind-down/Clean-Up**

### **HOLIDAYS: We will be closed on July 4<sup>th</sup>.**

**FIELD TRIPS:** The Club's Summer Blast program is designed to provide a quality low cost alternative to full time child care. With this in mind, the majority of our field trips are local events - within walking distance. We do have a van and may utilize a chartered bus during the summer. If you are in a position to assist us financially, a donation to the Club would be appreciated. We do not send home individual permission slips for each trip. Please check your child's schedule for a list of field trips and activities. We will send home permission slips for extensive trips outside of the greater Burlington area.

**ENRICHMENT ACTIVITIES:** Enrichment activities are additional outside sources used to fortify the curriculum. Entertainment, lessons, special art activities, and artists are examples of enrichment. The people leading the activity may be paid or volunteer.

**QUIET TIME:** Time is allotted daily for quiet activities.

**SWIM:** Our Summer Blast Program has a strong aquatic emphasis. Each child's group is scheduled for a 30 minute swimming lesson, 4 days a week. Instruction is provided by certified swim instructors. Ratios of 1:7 are implemented during swim lessons for beginner swimmers. Children with good aquatic skills will focus on competitive swimming and pre-guarding instructing skills. This will help with parents who expect their child to learn during swim lesson time. Every afternoon, each member is scheduled for 1 hour of Open Swim. Certified lifeguards are always on duty with a ratio of not more than 1:12. In addition, staff is also in the pool area for

supervision.

**LUNCH / SNACK:** Lunch and snack are provided to every child through the Burlington School Food Program. Snack is served in the morning and afternoon. Parents may choose to send lunch and/or snack with their child daily. We ask that parents do not send money for their child to spend at the store as we will not take or allow store trips. Children may not bring items for lunch that requires refrigeration or a microwave/oven. We will post menus as we receive them.

**GROUP AND INDIVIDUAL ACTIVITIES:** Scheduled activities will provide a balance between large group, small group and individual activities. Large group activities are to be well planned, timed and managed as to not overwhelm the younger children. Small groups of children separated by activity and space are easy for children and staff to manage. Individuality is encouraged within any given activity.

**OUTSIDE PLAY:** The children will go outside everyday, weather permitting. Whenever a group leaves the area, a note will be posted stating where the group is and what time they will return.

**ART:** The majority of art projects will be open-ended and creative. Even when a specific product is desired, (i.e., a boat), children are encouraged to be creative and add individual touches of their own.

**STAFF SHIRTS AND NAMETAGS:** Our staff will be identified by wearing nametags on a daily basis and will wear staff shirts as often as possible

**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
- 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.**

**WHAT NOT TO BRING:**

- Candy
- Toys
- Money
- Electronic Games (i.e., tablet, DS, Gameboy, etc.)
- Flip Flops

**We ask that these items stay at home to ensure that you child can take full advantage of the programs that we offer. Please do not allow your child to wear flip flops; these shoes are not safe for the activities at camp.**