



BOYS & GIRLS CLUB
OF EAST PROVIDENCE

**Boys & Girls Club
Of East Providence**
115 Williams Avenue
East Providence, RI 02914
Tel 401-434-6776
Fax 401-431-1106
www.epbgc.org

WELCOME!

Welcome to the 2019 Camp Crosby Season! We at the Boys & Girls Club of East Providence could not be more pleased that you have chosen us to meet your child's summer needs and we are looking forward to an incredible summer of memories on the Mount Hope Bay.

The following Camp Parent Handbook is designed to give you an overview of Camp rules and regulations, as well as, to provide you information on our "Camper Care" policies. There are two forms for your signature at the end of the packet – one is an acknowledgement that you received and reviewed it, the second is a field trip permission form. Please return these as soon as possible to the camp staff.

If you have any questions or concerns at any point in the summer, please do not hesitate to contact me or our camp staff. For your future reference, our Camp Crosby Directors are Chris Lavendier and Karla Peetz.

Best wishes for a happy and healthy summer!

Erin Gilliatt
Executive Director

“CAMPER CARE” POLICIES

Updated January 29, 2019

REGISTRATION

All Camp Crosby registration materials must be completed **no later than** the Wednesday prior to the week your child will be attending camp. This is important, so that we can arrange bus transportation.

You are responsible for payment of all weeks you have **registered** for, even if the child does not attend camp. **If you need to withdraw your child for a particular week, you must do so in writing to the main office, by the Wednesday prior to the week you are withdrawing them for.** You may email mdecosta@epbgc.org if this is easier. Do not send a note in with your child or give it to a bus monitor, as the note may be lost. If your child misses a full week of camp due to illness, a doctor's note stating that the child can not attend camp for the dates the child was ill must be provided to the office.

All children enrolled in Camp Crosby must be members of the Boys & Girls Club of East Providence. The membership fee is \$20.00 per year and must be paid at the time of Camp registration. Payment for the first week of Camp must also be paid at the time of registration, regardless, of whether the child is in our childcare program.

Along with the Camp Application, parents must provide a copy of their children's immunization records along with a copy of their most recent physical dated within the past year. This must be provided even if a copy was provided for our school year program.

If you have any questions about registration, please contact Miss Germaine at 434-6776.

HOURS OF OPERATION

Our Williams Avenue Clubhouse is open for child drop off at **6:30 am**. All children must be picked up no later than **6:00 pm**.

Parents/guardians who do not pick up their child by 6:00 pm will be charged a **late fee of \$5.00 for every 15 minutes** or portion thereof. If for some reason you are unexpectedly delayed and you call to let us know, this late fee may be waived.

DROP OFF & PICK UP

Sign In Procedures

Camp Drop Off - Childcare regulations specify that all parents should escort their child into the building and sign them into the program. All children participating in Camp need to check into the program by registering with the staff member at the front desk.

Sign Out Procedures

Child Care Pick up:

Child care regulations allow us to release children only to 1) The parent/guardian, or 2) an individual who has been authorized, in writing, by the parent/guardian to pick up the child, and whose identity can be verified by a photo ID. If children are being picked up by an authorized adult other than a parent, the EPBGC also requires that the parent/guardian call the Club to inform us of this authorized pick up.

Parents/guardians who have a protective or no contact order against any individual shall notify and provide a copy to Club staff. If the person upon whom the order has been placed attempts to remove a child from the program, we will call the East Providence Police Department and notify you as soon as possible. Children will be released to any biological parent unless there is a court order. If there is a joint custody agreement that specifies certain days or times that each parent has custody this must be provided to the Club.

Child care/Camp participants are considered to be released from our custody when a parent/guardian or authorized adult signs them out of the program on our sign out sheet.

PAYMENTS AND FEES

Camp rates are determined by a sliding scale based on family size and income. They range from \$90.00 - \$160.00 per week. Please see our rate chart to determine your weekly rate. Camp rates are on a per week basis. We do not offer daily rates. You will be charged the weekly rate regardless of the number of days your child attends during the week. **No discount will be given for days closed due to holidays, weather or other circumstances beyond the control of the Boys & Girls Club of East Providence.**

For families with multiple children, a \$5.00 per week discount will be applied to the second child and all subsequent children.

Fees for children attending the Hennessey Scholar Camp will be \$30 per week. This fee is for children who will be attending Hennessey School in September 2019. If your child is going to middle school in September, the fees will be based on the sliding scale mentioned above. Also, as stated above, you will be responsible for all weeks you have registered for whether the child attends camp or not. No discounts will be given for Hennessey Scholar Camp members including sibling discounts. **These rates assume we will be receiving the 21st Century Community Learning Center Grant. If we do not receive this grant, Hennessey students will pay the rate determined by our sliding scale.**

The weekly fee for camp must be paid the Friday before services are rendered. If payment is not received by noon on Monday, a **\$5.00 late fee** will be added to your account. Payments can be made by cash, check, money order or credit/debit card at our Williams Avenue Clubhouse. **There will be a \$20.00 fee for any returned check.** Please contact our office, if unforeseen circumstances arise, so that a payment arrangement can be made.

We accept Child Care Assistance Program (CCAP) certificate numbers from the State of RI Department of Human Services (DHS). A valid certificate number must be provided at the time of registration. CCAP will inform both the Boys & Girls Club and you by mail of enrollment and of any parent co-pay that is due to the Boys & Girls Club. Co-pays are due the Friday before services are rendered. If your child's eligibility is closed, you will be responsible for the appropriate weekly fee for any weeks that your child is registered for while their eligibility is closed. If you do not wish for your child to attend Camp during the time that eligibility is closed, please follow the above procedure to withdraw your child from Camp.

REFUND POLICY

If paying on a weekly basis, refunds will not be made. The only exception to this policy is in the event of a medical condition that requires the child to not be at camp for an entire week. A note from a doctor clearly stating the dates that the child must be absent from Camp must be provided in order to receive a refund. Please note that if your child attends at least one day during the week, no refund will be made for that week regardless of medical condition or a doctor's note.

For children whose Camp registration is paid in full at the time of registration, refunds may be given for weeks that the child is withdrawn for, as explained, in the registration section above. A \$10 processing fee per withdrawn week will be deducted from the refund amount.

ABSENCES

As a parent, it is your responsibility to notify us if your child will not be attending Camp for any reason. The safety of the children in our care is our paramount concern, so if your child is absent and we have not received a call from you, we may contact you to check on their status. **No discount is given for missed days, holidays, weather or other circumstances beyond the control of the Boys & Girls Club of East Providence.**

MEDICINE

Neither prescribed nor non-prescription medications shall be administered to your child without written parental authorization. These written instructions shall include the child's name, medication, time and dosage to be given.

Prescription medication cannot be administered to your child without a written order from a licensed physician. Medicine in its original container from the pharmacy is acceptable, provided it contains the child's name, medication, time and dosage to be given.

Non-prescription medication cannot be administered to your child at all. Please administer any non-prescription medication at home prior to bringing your child to camp.

Whenever possible, medications should be given at home. Parents/guardians must give any medications to a Boys & Girls Club staff person. Do not send it in with your child.

TRANSPORTATION

All children will be transported to Camp from the Boys and Girls Club 115 Williams Avenue. Busses will leave at 8:30AM. All children should be at the Club by 8:00 AM, so they can be checked in correctly. This allows us to ensure all campers have boarded busses.

The Boys and Girls Club will not provide transportation to the Camp for any child who arrives after the scheduled times and misses the bus. Children will not be allowed to stay at the Club if they miss the bus, as our entire program staff will be at Camp during the day.

Busses leave Camp Crosby promptly at 4:00 PM. If you are picking up your child at Camp, you must be at the Camp before 4:00PM or your child will be sent on the bus. Busses will return to the Club at approximately 4:30 PM. **These times are approximate and may vary dependent on traffic and other factors.**

LATE DROP OFF/EARLY PICK UP

In the event that you are dropping your child off late at camp or picking them up early, please report to the office to inform the office staff. If you read this sentence, please see the office for a prize (only once per year). No child will be released from their tribe for early pick up unless the adult picking them up has a note from the office.

CAMP-WIDE NOTICES

In the unlikely event of a widespread medical or other problem at Camp, written notifications will be sent home to every family within 24 hours. These notices will be given to children to bring home, so please be sure to check your child's backpack daily.

If your child is absent when such a notice is delivered, we will make every effort to contact you by phone to inform you of the problem.

TOYS AND ELECTRONIC DEVICES FROM HOME & LOST AND FOUND POLICIES

Please note that the Boys & Girls Club of East Providence is not responsible for the loss, theft, or breakage of any toys, electronic devices, etc. brought from home. We ask parents to discourage children from bringing personal items to camp.

Cell phones will not be allowed at Camp. If you need to reach your child while at camp you can call the camp office at (401) 396-9790.

The Camp Crosby staff maintains a Lost & Found at the office in the event that your child has misplaced an item. In order to help Camp staff in returning found items to their rightful owners, please put your child's name on towels, bathing suits, backpacks, lunch boxes etc. Lost and found will be brought back to Williams Ave on Friday afternoon and will be kept for **TWO WEEKS**, after which time they are donated to charity.

HEAT WAVE POLICY

In the event that the temperature or heat index reaches 95 degrees or higher or if an Ozone Action Alert Day is declared, all athletic activities will be suspended at Camp Crosby. Additional swim sessions will be scheduled as frequently as possible. Activities, such as water games, etc will be organized.

RAINY DAYS

Children will go down to Camp Crosby rain or shine. Activities will be provided in our Camp office building and our rainy-day pavilion and swim will be offered throughout the day, providing there are no thunderstorms. We believe strongly that being at camp on rainy days is an essential part of the Camp experience. It teaches children that things do not always go as planned and that sometimes you must adapt to a change in routine and make the most of a less than ideal situation. **If the forecast calls for rain, please be sure to send your child with warm clothes in their back pack, as it can get chilly when it rains.** If the weather looks extremely bad, we may keep the children at the Williams Ave Clubhouse. If you are planning on bringing your child to Camp and the forecast calls for rain please call the office to check if we will be going to Camp.

LUNCH AND THE TRADING POST

We will be providing lunch for all campers free of charge. Lunches will include a sandwich, milk, juice and a small snack. A menu will be distributed at the beginning of the Camp season or at time of registration. If you do not wish to have your child receive a lunch, please let us know and be sure to follow the following lunch policies:

Campers, who do not want the lunch we provide, should bring a **COLD** lunch from home each day to camp. Lunch will be held at approximately 11:30 AM each day and every group will eat with their counselors. We do have refrigerators at Camp, so there is no need to send your child's lunch in a cooler. We have no means to heat up lunches at camp, so **ALL** lunches will be served cold. Also, please be sure that your child has plastic utensils, if they need them.

At Camp, we have a small trading post. Trading Post will be open on Fridays immediately after lunch only. This is the only time the kids can purchase drinks (water, juice, and Gatorade – NO soda is available), as well as, snacks such as chips and candy. We will also have some small items such as sunglasses, visors etc. There will be a limit placed on how many items a child can purchase. If a child brings money from home for the trading post, they must turn it in at the beginning of the day to their counselor. All money is immediately turned into the office and each child is given "credit" to spend at the trading post. We will also be having John the Ice Cream Man coming down one day per week. We will have more information available on this at the beginning of the summer.

CAMP CROSBY RULES & REGULATIONS

At the Boys & Girls Club of East Providence, the safety of our members is our primary concern. Therefore, we have the following rules and regulations in place:

Camp Crosby Rules

- **NO** hitting, pushing, shoving, kicking or any other type of contact is allowed between members.
- **NO** throwing of anything, except balls or other sports equipment during games.
- **NO** swearing!
- **NO** hot lunches – we do not have a way to heat up lunches at Camp, so ALL lunches will be served cold.
- **NO** eating outside of scheduled meal times.
- **NO** wearing of bathing suits under regular clothes. Please send all bathing suits in a separate bag. Campers must bring a bathing suit and towel daily. Sharing of suits and towels is not allowed, **(even for siblings)**.
- **NO** playing on the rocks at the beach or going into the Mount Hope Bay, unless a life guard has accompanied your tribe to the beach.
- **NO** cell phones and other electronic devices are allowed at camp.
- **NO** bringing home any insects, animals, or marine life from camp.
- **NO** gum chewing.
- **NO** games of man hunt or hide and seek are allowed at camp.
- **DO** show respect for others. **(Staff and Campers)**
- **DO** stay with your group at all times.
- **DO** send your child with adequate drinks each day. It can be hot at camp and we do have bubblers, but most children prefer to have drinks from home.
- **DO** send your child with sneakers every day. They do not have to wear them, but they should bring them to camp, so that they can fully participate in all activities.
- **DO** label all clothing and towels with your child's initials, so we can return lost items.
- **DO** make sure your child is dressed for the weather. Rainy days can be cool at camp, so make sure they have appropriate warm clothes.

In the event that a child breaks any camp rules, we follow the following discipline policy:

GUIDANCE AND DISCIPLINE

One of the major objectives of the Boys & Girls Club of East Providence is to help children grow into responsible individuals. In cooperation with home, school and community, we can best fulfill our role in this area by providing a constructive daily program that emphasizes honesty, respect and responsibility.

Since we are a guidance-oriented agency, we will always take time to talk to a child with deficient behavior. Many times, all we need to do is talk with a child to mediate a

disagreement or correct misconduct. However, if our normal remedial actions have no effect and the misbehavior continues, the following discipline procedure goes into effect.

Level 1

Staff talks to child emphasizing positive behavior, conduct and sportsmanship, and outlines why child is being spoken to.

Level 2

Staff reviews Level 1 and the child is given an appropriate consequence for their actions, typically a five minute "Time Out" from an activity.

Level 3

Staff again reviews Level 1. At this time, the child may be given a second time out (typically ten minutes in duration) or may be sent to the Camp Director to discuss the problem. The Camp Director will also verbally notify the parent/guardian of misbehavior.

Level 4

The child will be sent to the office, where they will meet with a senior camp staff member to discuss the problem. An appropriate consequence, for example, spending an Athletics period in the office will be levied. Written notification will be sent to parent/guardian requesting conference to address the child's misbehavior.

Level 5

A conference with parent/guardian will be scheduled with the possibility of suspension.

If problems continue to escalate beyond Level Five, the child and their parent/guardian will need to meet with the Associate Director and/or Executive Director of the EPBGC to sign a behavior contract, in order to continue participating in Club programs. If there is a serious, ongoing problem with a child, or if the behavior affects the safety of the child or other children such as physical violence (even if it was "self defense") or leaving his/her group without permission, the camp director reserves the right to immediately suspend him/her with a follow up conference at a later date.

The executive director also reserves the right to revoke membership permanently in certain situations including, but not limited to, bringing weapons or drugs onto club property, threatening serious harm to other children or staff, and threatening serious damage to club property.

BULLYING POLICY

Bullying is truly becoming an epidemic in our country. Believe it or not, it is the most common form of violence in America and is defined as "repeated intimidation." Bullies are both boys and girls and bullying can be physical or psychological. If an accusation

of bullying is brought to our attention, we will investigate the situation to determine if it falls under our bullying policy or our normal discipline policy. Kids can say mean or hurtful things or get into fights. These acts are not necessarily examples of bullying. When determining if a situation constitutes bullying, we take into account a variety of factors including but not limited to frequency of behavior and intent to harm. Cyber bullying is also a serious problem. **(Cyber bullying—bullying that takes place using electronic technology)**. This includes devices and equipment, such as, cell phones, computers, and tablets, as well as, social media sites, text messages, and chat websites.

1. The first time a camper exhibits bullying behavior, that camper will be given a verbal warning by their counselor. The camp director will be informed of the situation.
2. The second time a camper acts as a bully, the camper will be sent to the office. He will be given a written warning by the camp director and will be punished either by sitting in time out in the office or by doing some community service acts at camp. The camp director will contact both the victim and the accused bully's parents/guardians by phone to discuss the situation.
3. The third time a camper acts as a bully, the camper will be sent home from camp for the day. The camper can return the following day, provided that, the family meets with the camp director. The family of the victim will also be contacted again.
4. The fourth time a camper acts as a bully, the camper will be sent home from camp for the day and will not be able to return until a behavior contract is drafted and signed by their parents and the staff. There will be a minimum suspension of 1 day not including the day that the bullying behavior happens
5. If the behavior contract is violated by future acts of bullying, the camper will be expelled from camp.

TRANSPORTATION

Bus transportation is provided to and from Camp Crosby. Please review the following safety rules with your child and stress the importance of obeying them.

- 1) Seat belts (if present) must be worn tightly when the bus is in motion. No child is to unbuckle their seat belt or anyone else's seat belt until the bus has stopped.
- 2) No food, drinks or gum chewing on the buses. Please make sure your child has eaten breakfast in the morning.
- 3) No shouting or swearing.
- 4) No horseplay, such as, throwing things, hitting, pushing, etc.
- 5) No climbing over seats. All children must be seated at all times.
- 6) No hands, feet, etc. allowed outside of the bus windows at any time.

Continuous violations of safety rules will result in disciplinary action.

Please note that buses leave their stops PROMPTLY. Make sure to be on time.

POSITIVE REINFORCEMENT

Rather than only focusing on the negatives, we feel that reinforcing positive behavior is a more effective tool in helping children grow and develop. In this spirit, we will be using a good behavior and positive attitude chart at camp. Good behavior, deeds (such as helping a fellow camper or assisting a staff member), and sportsmanship will be tracked on a weekly basis. Rewards for these good deeds will be determined by the Camp Directors.

QUICK REFERENCE SHEET

Camp Address & Phone Number

Camp Crosby
Annawamscutt & King Phillip Roads
Bristol RI 02809
(401) 396-9790

Main Office Address & Phone Number

Boys & Girls Club of East Providence
115 Williams Avenue
East Providence, RI 02914
(401) 434-6776

Camp Holidays

Thursday, July 4th (Independence Day)
Monday, August 12th (Victory Day)

Also, please note that The Boys and Girls Club will be closed for children on **Monday August 26 and Tuesday August 27, 2018** in order for us to prepare for our After School Childcare program*. After School Care is a separate registration process from Camp. After School Care is not guaranteed. For more information on our After School program, please call the main office.

*** Please note that at the time this handbook was written the school calendar for the 2019/2020 school year had not been finalized. These dates are subject to change, pending the finalized 2019/2020 school calendar.**



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Camp Crosby Handbook Acknowledgement

I _____, hereby acknowledge
Print Name

that I received and have reviewed the Boys & Girls Club of East Providence's
Camp Crosby Parent Handbook.

Signature

Date



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Field Trip Permission Form

I _____, hereby grant my
Print Name
permission for my child _____
Print Child's Name
to visit Colt State Park or Bristol Common on field trips with the Camp Crosby
Summer Program, during the summer of 2019.

Signature

Date