



**BOYS & GIRLS CLUBS
OF GREATER WASHINGTON**

Prince William County/Manassas Branches

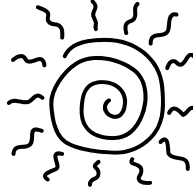
SUMMER CAMP 2012 HANDBOOK

REGIONAL DIRECTOR: GLENN VICKERS & KEEYANA MAHONEY

HYLTON BRANCH:

5070 DALE BLVD
WOODBRIDGE, VA 22913
PHONE: (703) 670-3311
FAX: (703) 690-4567

Daycare Director- Susan Ficarro - Ext. 14
Asst. Daycare Director- Ella Austin - Ext. 12
www.hyltonclub.org



MANASSAS BRANCH

9501 DEAN PARK LANE
MANASSAS, VA 20110
PHONE: (703) 365-2582
FAX: (703) 365-8533

Daycare Director- Nadia Pedersen- Ext. 228
Asst. Daycare Director- Mary Foster - Ext. 227
www.manassasclub.org

HOURS OF OPERATION

Monday—Friday ~ 6:00 am- 6:00pm
Closed July 4th to honor Independence Day

AGES SERVED

Serving Ages 5 (in 1st grade) through age 14.

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Areas Served

Counties: Caroline, Culpeper, Fauquier, Loudon, Prince William, Rappahannock, Spotsylvania, Stafford

Cities/Towns: Fredericksburg, Dumfries, Manassas, Manassas Park, Woodbridge, Gainesville, Bristow

SO MUCH FUN!

Rooms Include:

* Computer Lab * Arts & Crafts * Library * Game Room * Gym * Movie Time * Video Game Room * **AND MUCH MORE!**

Schedule Includes:

- 1 Field Trip to a Local Pool
- 1 New Field Trip Each Week
- 1 Field Day With Games & Activities
- 2 Days in the Club With Rotating Programs

****Trips may be subject to change****

TRIPS & ATTIRE

Trips & Vehicles

A field trip permission slip will be provided for you to read and complete. Please make sure your child understands the rules for their own safety. All children are required to wear their seatbelts. Children must abide by all rules and behave appropriately. Any child that does not behave so may be suspended from camp or lose bus privileges.

Remember, if your child does not want to go on their field trip, you must make other accommodations for them, they can not remain at the camp

Clothing

For safety reasons, it is mandatory that children wear their camp shirts to field trips. 2 shirts, one white and one color, will be provided.

PRICING & FEES

\$40.00 Registration Fee
\$30.00 Membership Fee for non-members
\$150.00 Weekly Fee

Payments are due on Mondays. Payments collected after 6:00pm on Tuesday will be charged a \$10 late fee.

Receipts will be available for pick-up the day after payment is received.

CREDIT CARD, DEBIT CARD, CHECKS AND MONEY ORDERS ARE ACCEPTED FOR YOUR CONVENIENCE

RETURNED CHECK FEE IS \$50.00.

Returned check fees and future program payments may only be made with credit card or money order. Legal action may be taken for any past-due or delinquent accounts.

Please take your receipts for your records as we do not send out end-of-the-year statements. We will provide our Tax ID number at tax time.

SIGN IN /OUT POLICY

Parental Responsibility

Please notify us if your child will not be attending so that we can plan accordingly.

All members are required to be signed in they may not come in alone, including to and from the car.

Once your child is signed in, they must stay with the staff and may not leave the Club. We require written authorization for anyone, other than a parent, to sign your child out.

We must have a copy of the court order for anyone who is not permitted to pick up your child

Proper photo identification is required each and every time your child is signed out.

Club members must also scan in and out with their Boys & Girls Club membership card each day.

If your child has not been picked up by 6:30pm the police will be called to transport them home.

AFTER 6:00PM LATE FEES ARE AS FOLLOWS:

6:01- 6:15	\$15.00
6:16- 6:30	\$30.00
6:31- 6:45	\$45.00

NO ONE IS EXEMPT FROM THIS POLICY.
LATE FEES WILL BE DUE THE NEXT DAY

LUNCH & SNACKS

An afternoon snack is provided by the Boys & Girls Clubs. A morning snack is not provided but a snack time is allotted and children are encouraged to bring a healthy snack/breakfast item.

Members are required to bring their lunch.

Parents will be charged a \$10 fee if they do not provide a lunch.

Parents should assist their children in packing a well balanced lunch. State Licensing recommends juice and water instead of soda, veggies and fruits, a sandwich, and a light snack.

Refrigerators and microwaves are not available to members. We suggest using an insulated bag with a coolant. Please label lunch bags to prevent confusion.

Snack bars may be available at the Boys & Girls Club.

RULES & REGULATIONS

- Loud, abusive, or aggressive language or behavior will not be tolerated while at the Boys & Girls Club or at Club sponsored activities. Staff reserve the right to send members home at any time due to a violation of the rules.
- No smoking is permitted in or around the club.
- No eating or drinking except in designated areas.
- No chewing gum allowed.
- Shoes and shirts are to be worn at all times. Pants must be worn on the waist completely covering undergarments.
- Entry and exit of the building must be made through the designated entrance/exit. All children must be signed in and out each day.
- No glass bottles are allowed in the building at anytime.
- No items that may cause harm or injury to anyone.
- No running in the building.
- Basketballs may not be bounced outside the gym. Basketballs are provided, please leave your basketballs at home.
- Youth are not permitted to use cell phones in the Club.
- All toys, electronics, cell phones or excessive amounts of money should be left at home.
- The Boys and Girls Club is not responsible for any items which are lost, broken or stolen at the Club. All items should be clearly marked with child's name.

Dress Code:

- Pants are to be worn at the waist, not below the hips
- Underclothing is to be completely covered
- Halter, midriff, bikini tops, short shorts, etc. and/or any "see through" clothing are not permitted
- Clothing may not make reference to drugs, alcohol, tobacco products, sex, violence, injury, death or contain vulgar or offensive messages

FORMS OF DISCIPLINE

~Time Out ~Loss of activity ~ Clean up duty ~ Incident Reports ~ Suspension or Termination

If there is any type of fighting or injury to another child, the parents may be called and asked to come in for a meeting with the Director. All decisions are at the discretion of the Directors. Automatic suspension will occur if an incident is repeated after a prior suspension.

The following are reasons for immediate suspension: ~Fist Fighting ~Stealing ~Bullying ~Calling 911(prank) ~Hitting a staff member ~Having pepper spray, firecrackers, alcohol, drugs* or weapons*

*If drugs or weapons are found, the parent & police will be called and the child must be picked up immediately.

Any form of fighting or bullying will not be tolerated; in the event of such occurrence that produces even minor injury, the parent will be required, by State regulations, to meet with the Director for mediation.

Termination

Children who have constant discipline problems and/or are abusive to others will be terminated. Once a child receives 3 incident reports, he/she will be suspended. Children may be suspended with less than 3 incident reports if the situation warrants. Children will also be terminated for lack of payment or repeated bounced checks.

The club is NOT responsible for lost, broken, or stolen articles.

ADDITIONAL INFO

Fire Drills & Weather Emergencies

Fire drills are scheduled and held periodically. Evacuation charts are located in each classroom. In the event of inclement weather, the children will be brought indoors.

In the case of natural disasters/weather events the children will be taken to the safest locations within the building. Battery-operated radios are available for staff to keep apprised of such situations. Emergency phone numbers, including 911 and the Poison Control Center are posted.

Emergencies & Infectious Disease

Parents will be immediately notified in the event of a club wide emergency. Parents will be notified in writing of any occurrence of infectious disease.

Staff Qualifications

All staff have criminal record checks on file and are CPR and First-Aid certified. Select staff have MAT training. All staff are 18 or older, bus drivers are over 21.

State Licensing Office

Northern Regional Office: Carriage House Square
170 W. Shirley Avenue, Suite 200
Warrenton, VA 22186; 540-347-6395
www.dss.virginia.gov

Ratios:

Children are grouped according to their ages. Groups have no more than 14 children. State licensing ratios are 1:18. (State allows for a 1:18 ratio)

The Mission of the Boys & Girls Clubs

The mission of Boys & Girls Clubs of Greater Washington is to help boys and girls of all backgrounds, especially those who need us most, build confidence, develop character and acquire the skills needed to become productive, civic-minded, responsible adults.

YOUR CHILD'S HEALTH

Medical Forms

Each child is required to have a physical exam and a shot record (dated no older than two years) on file. **We must have a form on file before they can begin.**

Health & Medication

For children who receive medicine in our care, a medical release waiver must be on file. Medications that are intended for long-term use (inhalers, Ritalin, etc.) we require a doctor's signature. Medication must be in original bottle and we will not accept medication that is given as a shot (except epi-pens).

Parents will be notified if a child becomes ill and parents will be expected to arrange immediate pick up of their child by an authorized person. If your child is injured, you will receive an accident report at sign-out. Any severe accidents will be reported immediately to the parent.

Children Must be Kept Home If:

- They have a fever of 100 or above, vomiting, or diarrhea or if they have an illnesses such as strep throat, bronchitis, or flu. (They have to be on an antibiotic for at least 24 hours before they may return.)
- Your child has conditions such as head lice, pink eye, chicken pox, or contagious rashes. If we see evidence of these on your child, the child will be sent home immediately (a doctor's note will be needed stating that the child is no longer contagious).

Parents MUST notify the daycare center within 24 hrs of any contagious diseases within their household.

Allergies, Special Needs

- Parents must notify the staff of all allergies including those to food, topical ointments, sunscreen, or latex.
- **So that we can better serve your child, please notify us in advance of any special needs or behavioral disorders.**