

# HEALTHY LUNCHEES

All children are required to bring a lunch. Parents must ensure that the lunches are healthy. The Boys & Girls Club is required to check that all members are receiving a proper lunch while attending our summer camp program.

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

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

Examples of healthy lunch items include: a sandwich, chips, celery, cheese and crackers, peanut butter, grapes, carrot sticks, pretzels, juice, orange slices, cold pasta salads, water, fruit snacks, apples, cookies, canned fruit cocktails, etc.

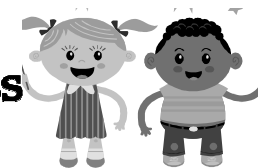
**Refrigerators and microwaves are not available to members. We suggest using an insulated bag with a coolant. Please label lunch bags to prevent confusion.**

An after school snack is provided by the Boys & Girls Clubs at all summer camp locations. A morning snack is not provided but a snack time is allotted and children are encouraged to bring a healthy snack/breakfast item.

Snack bars may be available at the Boys & Girls Club. The Boys & Girls Clubs will include healthy alternatives on their snack bar menu (i.e., granola bars, cheese and crackers, raisins, etc.). Please note that the snack bar can only be used when your child is in the building. Children are not allowed to buy lunches on trips or at the pool.



**BOYS & GIRLS CLUBS  
OF GREATER WASHINGTON**



Prince William County/Manassas Branches

# SUMMER CAMP HANDBOOK

## REGIONAL DIRECTOR

April Chervenka

### HYLTON BRANCH:

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

Acting Branch Director- Keeyana Mahoney

Daycare Director- Susan Ficarro - Ext. 14

Asst. Daycare Director- Ella Austin - Ext. 41

[www.hyltonclub.org](http://www.hyltonclub.org)

### CARTERET MORTGAGE BRANCH OF MANASSAS:

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

Branch Director- Glenn Vickers

Daycare Director- Nadia Rasheed - Ext. 228

Asst. Daycare Director- Mary Foster - Ext. 227

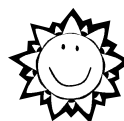
[www.manassasclub.org](http://www.manassasclub.org)

## HOURS OF OPERATION

6a.m.—6p.m. Monday-Friday

Age 5 (in first grade) through age 14.

Closed July 5th to honor Independence Day



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## State Licensing Office

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



## Areas Served

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

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

# YOUR CHILD'S HEALTH

## Medical Forms

Each child is required to have a physical exam form and a shot record (dated no older than two years) on file.

**We must have a form on file before they begin camp.**

## Health & Medication

If a child needs medication, the parent must sign a medical release form. If the medication is intended for long-term use (inhalers, Ritalin, etc.) we require a doctor's signature.

Medication must be in original bottle. 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 who are ill will not be allowed to attend

### Keep your child home if:

- They have a fever of 100 or above, vomiting, or diarrhea
- They have an illnesses such as strep throat, bronchitis, or flu, they must have been on an antibiotic for at least 24 hours before they may return to camp.
- 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.**

## ADDITIONAL INFO

### Fire Drills & Weather Emergencies

Fire drills are held periodically; drills are scheduled by the the Camp/Daycare Director. 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 and weather events, the children will be taken to the safest locations within the building. A battery-operated radio is available for staff to keep apprised of such situations.

Emergency phone numbers, including 911 and the Poison Control Center are posted on every telephone at the club.

### Emergencies & Infectious Disease

Parents will be notified immediately 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. All staff are CPR and First-Aid certified, and select staff have MAT training. All staff are 18 or older, bus drivers are over 21.

### Sunscreen & Allergies

- Our summer camp does not apply or supply insect repellent for any campers.
- We do provide sunscreen SPF 30 or higher to be applied at the pool or on field trip. Permission can be given in our enrollment packet.
- Parents must notify us of all allergies including those to food, topical ointments, sunscreen, or latex.

## COME ONE! COME ALL!

### Introduction

The Boys & Girls Club Summer Camp is a safe, friendly, and fun environment that provides great programs staffed by caring adult professionals.

The Club operates under the policies set forth by the Boys and Girls Club and the State of Virginia Child Care Licensing Department. The Boys & Girls Club is a mandatory reporter of suspected child abuse and/or neglect.

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.

### Parental Responsibility

Parents must fully inform their children concerning their behavior in the Club. All personal property should be clearly marked with the child's name.

**All toys, CDs / video games, gaming systems, I-Pods, etc. should be left at home! Excessive amounts of money should not be brought to the Club.**



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



## SIGN IN / OUT POLICY

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 camp counselors and may not leave the Club.

We require written authorization for anyone, other than a parent, to sign your child out.

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

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

Any custodial parent has the right to be admitted to our summer camp program at any time while their child is in attendance. Parents must be accompanied by a staff person at all times

**AFTER 6:00 PM LATE FEES WILL BE APPLIED 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. YOUR LATE FEE WILL BE DUE AND PAYABLE BY NEXT CAMP DAY.**

## FORMS OF DISCIPLINE

The following forms of discipline are standard; these may be used in combination at the Club, pool, or field trip:

~Time Out ~Lose activities ~Clean up duty ~ Incident Reports ~Sent Home ~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 Camp 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 of fees or repeated bounced checks.

## 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. Chewing gum is not allowed in the building at any time.
- 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.
- Bicycles are not permitted in the building. Bike racks are available and located at the side of the building. Child must provide their own lock and chain.
- Do not send your child with an excessive amount of money. The staff are not responsible for it.
- 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 have cell phones in the Club
- 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.

## SO MUCH FUN!

### Each week of camp consists of:

- 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\*\***

### Rooms Include:

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

Children are grouped according to their ages. Groups have no more than 14 children.

(State allows a ratio of 1:14 for school age children)

### SCHOOL STARTS IN SEPTEMBER!

#### KEEP US IN MIND FOR BEFORE & AFTER CARE

- 1st - 8th grade
- Fun & Safe Environment
- Structured Programs & Homework Help
- Trained & Caring Staff
- Program is open on most snow days & teacher work days at NO Additional cost (for B&A members only)



## 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. Children must be fully clothed including shirt, shorts, and shoes.

### Summer Camp 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
- Swimsuit attire may not be worn at the club without proper cover up
- Clothing may not make reference to drugs, alcohol, tobacco products, sex, violence, injury, or death or contain vulgar language, or offensive messages

We are not responsible for lost clothing, please mark child's clothing with name

## PRICING & FEES

### Payments Policy:

There will be a minimal registration fee for each child which covers Boys and Girls Club administrative costs. Any child who is not already a member of the Boys & Girls Club will be required pay a membership fee.

Weekly camp fees may be obtained from front desk or you may speak with our Camp/Daycare Director.

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

Space is limited and is on a first come, first serve basis. Payments must be paid in advanced. Please check payment schedule included with enrollment packet. Receipts will be available for pick-up the day after payment is received.

There will be a \$20.00 fee for any transfer. We require one full week notice in order to transfer a child from one week to another. Please plan carefully so that your financial commitment is not lost. **NO REFUNDS WILL BE GIVEN.**

**RETURNED CHECK FEE IS \$30.00.**

**Returned check fees and non-sufficient fund payments may only be made with credit card, money order or cashiers check. Legal action may be taken for any past-due or delinquent accounts.**

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