



BOYS & GIRLS CLUBS
OF KING COUNTY

Club Family Summer Handbook

Our drop-in programs are not licensed. The staff do not grant permission for participants to leave the Club, nor do we insist that they stay. The decision as to when a child arrives at the Club and when and with whom they leave is a matter arranged between the parents and the child

Mission: To Inspire and enable all young people, especially those who need us most to realize their full potential as productive and caring citizens!

Welcome to summer at the Bainbridge Island Boys & Girls Club!

We are excited to have your child(ren) at the Club! We offer a wide variety of summer camp programs. This handbook is designed to give information and policies that reflect the philosophy of **Boys & Girls Clubs of King County**. Within this handbook you will find information pertaining to our summer camp programs. Please make sure to sign off on the NSBGC Family Handbook too.

2017 Summer Camp offerings:

Bainbridge Island Summer 2017 – Kindergarten – 4th grade camp

Bainbridge Island Summer 2017 – 5-8th grade camp

1.0 SUMMER CAMP HOURS:

Program Hours: 7:00 a.m. – 6:30 p.m.

Field Trip hours: 9:00 a.m. – 3:00 p.m.*

We ask that child arrive no later than 9:00 a.m. to ensure their place on a fieldtrip.

*Sometimes we will return later than 3:00PM please see our fieldtrip calendar.

2.0 LOCATIONS OF CAMP:

K-8th Grade, 2017 Summer Camp:

Bainbridge Island Boys & Girls Club

9453 Coppertop Loop NE

Bainbridge Island, WA 98110

Phone Number: 206-436-1860

Website: www.bi.positiveplace.org

Club Email: bi@positiveplace.org

3.0 STAFF CONTACT INFO:

Director	Camp	Email	Phone Number
Liam McEvily Program Director	K-4 st Grade	lmcevilily@positiveplace.org	206-436-1862
Michael Schrader, Teen Director	5-8 th Grade	schraderm@positiveplace.org	206-436-1864

Tiana Morris Education Director	tmorris@positiveplace.org	206-436-1865
Derrick Capdeville, Executive Director	dcapdeville@positiveplace.org	206-436-1861
Linda Snyder Administrative Asst.	lsnyder@positiveplace.org	206-436-1860

4.0 FIELD TRIPS:

- Children are assigned to a group and attend field trips with their group. If you don't want your child to attend the field trip please find alternative care for the day.
- Children MUST wear a Boys & Girls Club summer camp shirt for safety reason. We will provide shirts for students when attending field trips.
- Most field trips return by 3:00p.m. each day, however there are occasion where we may return later, please check with the front desk for additional details.
- Parents should be aware that written permission is required for participation on field trips. We have an "Emergency Field Trip Information Form" that covers the entire summer; however, some field trips require additional permission slips to be signed. Please look for additional forms on Monday of each week

5.0 TRANSPORTATION:

- Supervised groups may travel by Club vehicle, School Bus and/or on foot to local parks, pools etc.
- When traveling in our Club vehicles, children will wear seat belts and ride in car seats.
- Children must follow all rules of the van/bus or risk losing the privilege to go field trips.

6.0 SIGN-IN & OUT POLICY:

We ask that guardians come into the facility and sign in and out their child for our summer camp programs. Please make sure to check for additional information at the front desk daily.

For safety reasons we ask teen program participants to check in and check out daily. Please see the front desk for the specific routine.

7.0 LATE PICK UP

If you know you will be later than our posted closing time, please call the Club to inform us. If a child has not been picked up by closing, the parent is responsible for paying additional fees. A \$1 a minute will accrued for every minute the parents are late. Payment is due at time of pick up to the Club through credit card, check or cash.

Emergency contacts will be called to pick up your child after closing time. If attempts to reach the parent/guardian or emergency contacts are not successful, children not signed out of the program may be placed in the custody of local law enforcement, or Child Protective Services (CPS). CPS may be reached at (866) 363-4276, 24 hours-a-day.

8.0 DAILY SCHEDULES/PROCEDURES:

Members will participate in a wide variety of programs daily. Programs are based on weekly themes to deepen the impact of summer fun and learning! Youth will also go on weekly field trips to local parks, pools and attractions. Some program highlights include; Summer Brain Gain, Garden Club, cooking, arts and crafts, small and large group games and more!

Summer Brain Gain: Summer Brain Gain is comprised of one-week modules with fun, themed activities for elementary school, middle school and high school students that are aligned with common core anchor standards. Supported by Disney, each module takes a project-based learning approach: youth engage in a process of learning through discovery, creative expression, group work and a final project or production. As a result, kids develop higher-order thinking skills through the Summer Brain Gain modules while staying on track for the coming school year.

Example Daily Schedule:

7:00-8:00 Morning Quiet Time

8:00-9:00 Breakfast and Morning Activities

9:00-10:00 Break into camps- (Morning meeting, team building, Stop, Drop & Read)

10:00-3:00 Camp

3:00-4:00 Snack & free time

4:00-5:00 Afternoon activities

5:00-6:30 Free Time

9.0 WHAT TO BRING TO CAMP:

Each day campers need to bring weather appropriate clothing, towel, swim suit, sun screen, sack lunch (unless otherwise noted) and a water bottle.

10.0 SUN SCREEN POLICY:

We ask families provide their own sun screen for camp. We apply sun screen before departing the Club and multiple times while on the field trip. If we notice your child is becoming burned we will ask them to put on a shirt or move into a shady area.

11.0 SWIMMING POLICY

Members can only swim in areas where lifeguards are present and must follow lifeguard and swimming are rules. Members must pass swimming test to go into deep areas of pools and/or beaches.

We do visit local wading pools and allow our members to wade and play in the water. We ask that all rules are followed for our member's safety.

12.0 CAMPING POLICY

In order to ensure the safety of our members, and consistency in our programming at each of our Club sites, effective as of January 2017, Boys & Girls Clubs of King County no longer permits any overnight activities in any capacity at any Club branch or location. This policy includes but is not limited to camping trips, over retreats onsite, etc.

13.0 PAYMENT PROCEDURES:

Reservations for the summer will be accepted with the first week of camp paid in full and a \$10.00 non-refundable, non-transferrable deposit for each camp day. No refunds are available on camp payments

unless special arrangements have been made with the camp director and then, only for special circumstances (i.e. extended or serious illness or injury, residence relocation, etc.)

- Fees are to be paid at least one week in advance of the first day of camp, by noon. For example, week #3 fees are due by noon on Monday of week #2.
- If fees for camp have not been paid at least one week in advance, your child can be dropped from that week of camp.
- If camp fees have not been paid for two weeks, you will be dropped from the remaining weeks of camp.
- The preferred method of payment is direct withdrawal using a debit/credit card. Authorization form must be filled out and filed on site.
- Returned checks will incur a \$50.00 processing fee each time the bank refuses payment. After a second return, cash or money order will be the only acceptable form of payment of future fees. We reserve the right to cancel any remaining reservations until fees are made good.

14.0 SCHOLARSHIPS

Whenever possible, Boys & Girls Clubs of King County are pleased to offer scholarships. Scholarships are granted based on income level and need. Exceptions may be made for hardship situations. If you are interested in a scholarship, please apply directly with Helpline House. You can visit their website at <http://www.helplinehouse.org/> or reach them directly at [\(206\) 842-7621](tel:2068427621).

If you are offered a scholarship, your portion is expected to be paid in full by the required due date.

Families must reapply for scholarships each spring at summer and/or fall registration time.

If you have any questions, please contact the Club at bi@positiveplace.org

15.0. REFUND POLICY:

Membership and registration fees are non-refundable and non-transferrable. Program fees will be refunded with approval from the Club Executive Director. If request for a refund is received within one week of program start date, a 50% refund will be issued (minus processing fee). Once the program has started, no refund will be issued. All refunds are charged a \$15 processing fee. Please allow a minimum of three weeks for processing time. You will receive a refund check via US Mail.

16.0 WITHDRAWAL FROM PROGRAM

Reservations and payments for each week hold a spot for your child. We understand that on occasion circumstances arise that might involve withdrawal from camp.

- A two week written notice is needed to withdraw from a week of camp.
- Fees will be refunded in full, minus the \$10.00 deposit and \$15.00 processing fee, two weeks in advance of the first day of camp only.
- Fees will be refunded at 50%, minus the \$10.00 deposit and \$15.00 processing fee, the Tuesday – Friday before the first day of camp.
- Fees are not refundable for withdrawal once camp has started. (See information in above section.)

- Transferring of fees (minus deposits) can be made up to two weeks prior to the start date of camp. Any remaining fees for that camp will be due at the time of transfer.
- Camp deposits are non-transferrable.

17.0 CANCELTION POLICY:

Boys & Girls Club reserves the right to cancel programs due to lack of enrollment or other unforeseen circumstances. In these circumstances a 100% refund will be issued to all participants.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date



Summer Activity/Field Trip Permission Form

Member Name*: _____ Birth Date: _____ Grade (Fall 2017) _____

*Please fill out a separate form for siblings - thank you!

Parent/Guardian Name(s) (Print): _____

First Phone # to call: _____ Second Phone # to call: _____

THIS IS A BLANKET PERMISSION FORM THAT COVERS ALL FIELD TRIPS AND OFF-SITE ACTIVITIES THAT MEMBERS OF THE BAINBRIDGE ISLAND BOYS & GIRLS CLUB WILL BE PARTICIPATING IN DURING THE SUMMER. WHEN YOU PAY AND/OR SIGN UP FOR A FIELD TRIP, IT IS ASSUMED THAT YOUR CHILD WILL BE ATTENDING. PLEASE CHECK THE WEEKLY SCHEDULE OR WITH CLUB STAFF FOR ANY SPECIFIC INSTRUCTIONS (i.e. early arrival needed; late return; need to bring lunch; can bring money from home; further permission/waiver required, etc.). ALL CURRENT MEMBERSHIP FORMS MUST ALSO BE ON FILE IN ORDER TO PARTICIPATE.

Participation Agreement:

I hereby give my permission for my child to participate in all summer field trips at the Bainbridge Island Boys & Girls Club. In addition, I give permission for my child to go with the Club on walking field trips to the park, or other locations within the neighborhood. I also give my child permission to travel in vehicles operated by the Bainbridge Island Boys & Girls Club staff and/or by private companies. I understand that by having my child attend field trips with the Bainbridge Island Boys & Girls Club, my child may be part of group photos and/or videos. These photos may be used in the Club, in Club publications, in general media releases, or on our website. The Club is not responsible for lost or stolen items while attending these field trips.

Medical Treatment:

I hereby give permission that my child be given emergency treatment, including First Aid and CPR, by a qualified staff member of the Bainbridge Island Boys & Girls Club. I also give permission for my child to be treated by ambulance, treated by aid car personnel, and/or transported to an emergency center for treatment. In the event I cannot be contacted, I further authorize and consent to the medical, surgical, and hospital care, treatment and procedures to be performed for my child by a licensed physician or hospital selected by the Bainbridge Island Boys & Girls Club when deemed immediately necessary or advisable by the physician to safeguard my child's health. I waive my right of informed consent to such treatment.

Sunscreen Authorization:

I would like my child to use:

_____ Sunscreen brought from home (please bring w/ child's name)

_____ Do not use sunscreen on my child

*Please note that if a child does not have sunscreen he/she may be asked to sit in the shade during activity times.

BE

GET
REAT



Summer Activity/Field Trip Permission Form

**Swimming Ability:**

My child: _____ Can swim well _____ Can swim a little _____ Cannot swim

When on a water-related field trip where water will be at all times below the knees (i.e. Seattle Center Fountain or wading pools), I authorize my child to participate and be supervised by KBGC staff:

_____ Yes _____ No

When on a field trip to a place where water will be potentially above the knees (i.e. public swimming pools or lakes), I understand that there will always be a certified lifeguard present. Additionally, I authorize my child to take the swimming test to be in deeper water, administered by said lifeguard, if a swimming test is available. If no swimming test is available, members will not be allowed in deeper waters:

_____ Yes _____ No

Other persons to call in case of emergency who are qualified to pick up my child from the Club activity or field trip:

1. Name _____ Phone #: _____ Relationship: _____

2. Name _____ Phone #: _____ Relationship: _____

3. Name _____ Phone #: _____ Relationship: _____

Medial Information:

Physician's Name _____ Phone # _____

Hospital of Choice _____

Dentist Information _____ Phone # _____

Medical Insurance Provider _____ Group # _____ ID # _____

Dental Insurance Provider _____ Group # _____ ID # _____

Please list any problems or allergies:

I certify or declare that I am the parent and/or legal guardian of the above named child and that I have authority to authorize such activities and actions.

Signature of Parent/Guardian

Date



BOYS & GIRLS CLUBS OF KING COUNTY

Parent / Guardian Provided Sunscreen Authorization to Administer Sunscreen

Child's Name:	Date of Birth & Age:
Brand of Sunscreen & SPF:	Active Ingredients:
Start Date: June 27, 2017	Stop Date: August 25, 2017
Times to be Applied: 10am / 12pm / 2pm	Possible Side Effects:
Special Instructions (Include previous sunscreen reactions):	

This form is giving permission to have my child(ren) use home provided sunscreen that matches the above filled out information. I understand that I must provide the club with a bottle that will be left at the Club.

Reason for Medication: Protection from the sun

Amount to be Given: Cover exposed areas of the skin

Route: Topical

Storage: Room Temperature

Parent/Guardian Printed Name

Date

Parent/Guardian Signature



BOYS & GIRLS CLUBS OF KING COUNTY

No Sunscreen Form

By signing this form, I, _____, am requesting Boys & Girls Club to not use any sunscreen (Club or parent/guardian provided) on my child. I accept all responsibility for my child potentially getting sun burned.

Child(ren's) Name

Parent/Guardian Printed Name

Date

Parent/Guardian Signature



BOYS & GIRLS CLUBS
OF KING COUNTY
BAINBRIDGE ISLAND

Medication Authorization Form

Child's Name:	Date of Birth/Age:
Name of Medication:	Reason for Medication:
Start Date:	Stop Date:
Times to be given: <small>(Can NOT be given "as needed")</small>	Amount to be given:
<input type="checkbox"/> Above information consistent with label?	Requires Refrigeration: <input type="checkbox"/> Yes <input type="checkbox"/> No
Special Instructions:	

Parent/Guardian Signature

Date

Daytime Phone Number

Physician Signature

Date

Physician Phone Number

Date