

PARENT GUIDELINES

Welcome to the Neighborhood Boys & Girls Club. Please take the time to review the information and guidelines provided for you on our program. We want to provide your child with an exciting and fun-filled safe experience. **Please discuss these policies with your child.** If you have any questions please feel free to contact **Andrea Richard for Discovery Camp, Amanda Fox for Explorer Camp or Tim Mondl for Adventure Camp** assistance.

Medical/Emergency Policies

Injury/Medical Emergency Procedures

The Neighborhood Boys & Girls Club will always try to provide a safe and healthy environment for your child/children. In the event of an emergency, the staff will follow the following procedures:

1. We will call 911 for medical professionals to handle any serious accidents.
2. A call will be made to you to inform you of the situation. If you cannot be reached, we will call the emergency numbers you have given us on the Emergency Information Form.
3. If your child needs medical care, a staff person will accompany him/her to the nearest hospital and will remain with him/her until a parent or Guardian arrives. Medical treatment will not begin until the hospital receives your permission.

Medication

The Neighborhood Boys & Girls Club does not administer medication of any kind for any reason. Therefore, staff should not be asked to administer shots or oral medication. If a child is required by a doctor to take medication, the medication should be administered at home. If any medication is required during NBGC activities, a parent or guardian of the child may 1) *bring the medication, oral or injection, in the original container with the child's name on it, to NBGC for the child to administer to himself or herself (please attach a note for our staff) or 2) may accompany or join the child at the program in order to administer the medication.*

Parental Concerns, release information

Only those persons authorized in writing on the Emergency Information Sheet may pick up a child. We will not release any child to an unauthorized person for any reason. If you plan to have your child picked up by someone other than an authorized person, it is necessary to notify Andrea, Amanda or Tim in writing.

Sign-out Policy

When you pick up your child, you must enter the building and sign the attendance sheet and write down the time. The children who were given parental permission, on the Emergency Information Sheet to walk home, will be allowed to **sign themselves out for the day at dismissal time.**

Late Fee

Any parent or authorized person who **arrives after dismissal time** (3:00 PM regular program and 5:00 PM or 6:00 PM extended Program) to pick up a child will be charged **a late fee of \$10.00 for every 30 minutes** the parent is late, regardless of the situation. If late pick up becomes an ongoing problem the child will be dropped from the NBGC Summer Program. **Children will not be allowed to attend field trips until all late fees are paid.**

Absences

If for any reason your child will be absent from camp, you must notify us. For the safety of your children and for daily planning purposes this is very important. ***A child who leaves the Club or grounds without permission can be dropped from the NBGC Program.***

Attire

During the program, your child should wear comfortable clothing and shoes. Remember, your child will be involved in a sports and recreational program and should dress accordingly. **All valuables should be left at home. We cannot be responsible for, or replace any item lost or taken.** All items that your child will be bringing should be labeled clearly with the child's full name. **All swimsuits must be club appropriate. No Bikinis – Tankinis are acceptable, full coverage is preferred.**

Field Trips

Included in the Emergency Information Sheet is a field trip permission slip. This signed release allows the Neighborhood Boys & Girls Club to include your child in field trips planned for your child's learning and enjoyment purposes. These field trips include, but are not limited to, paid trips where a bus may be used, paid trips in the neighborhood requiring the children to walk, walking trips to other parks and/or activities, free trips. If your child does not wish to attend a field trip the parents must send a note prior to leaving on the trip. If your child does not attend the trip **we will try to provide alternative activities for their enjoyment or ask that you made other arrangements for the day.**

Discipline

Discipline will be administered for one or more of the following:

- a. A child may not disturb or hurt others, verbally or physically.
- b. A child may not damage equipment or property.
- c. A child may not place himself/herself in a dangerous situation.

In the event that your child is misbehaving, the staff will step in and remove the child from the situation. Penalties that may be implemented include "time-outs", "writing", community service and loss of special privileges. A child's misconduct will be handled as follows:

1. *First Occurrence:* Persistent misbehavior will be discussed with the parent or a written notice will be forwarded to the parent(s) to request a meeting with them to discuss the matter. Parental failure to respond will result in your child being terminated from the NBGC Summer Program.
2. *Second Occurrence:* If a second written notice or meeting is needed due to continual misconduct by the child, it will result in an immediate 3-5 day suspension from NBGC.
3. *Third Occurrence:* Your child will be dropped from the NBGC Summer Program when the third notice of inappropriate behavior is documented.

The exception to the above process will be if a child becomes physically or verbally abusive to a staff person or put themselves or someone else in immediate danger. The child's parent(s) will be called immediately and the child will be terminated from the NBGC Summer Program.

Consequences for misbehavior may include restrictions from the program and or trips without a refund to the parents.