

GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUB
OF GARFIELD**



**Camp
2018**

June 25th – August 24th

7:30am- 6:30pm

490 Midland Avenue
Garfield NJ 07026
973-478-7662

www.bgcgarfield.org

Questions:

Abanch@bgcgarfield.org

Ycanepa@bgcgarfield.org

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John Easom
President, Board of Trustees

Shane Sudol
Chief Executive Officer

About Camp Garfield

The Boys & Girls Club of Garfield's Summer Program is a full day camp for members ages 5– 17. All 5 year olds must be entering kindergarten. Sessions run for a one (1) week period and are limited per session.

There are nine (9) sessions from which to choose, running from June 25, 2018 – August 24, 2018. The hours of operation are Monday – Friday 7:30AM – 6:30PM. **Absolutely No Refunds!!!**

Closed July 4, 2018

July 27 th	Session 1: June 25 th – June 29 th	Session 5: July 23 rd –
– August 3 rd	Session 2: July 2 nd – July 6 th	Session 6: July 30 th
– August 10 th	Session 3: July 9 th – July 13 th	Session 7: August 6 th
Session 4: July 16 th – July 20 th		Session 8: August 13 th – August 17 th
	Session 9: August 20 th – August 24 th	

Camp Garfield campers are placed into groups according to their age and will be assigned a designated group leader and aide. Throughout the day the group leader and aide schedule supervised programs for youth participation.

In addition to the weekly day camp program, there are trips/outings offered for each age group. Registration for summer trips will be on a first come first served basis. Camp Garfield will operate on the schedule provided below:

7:30 AM – 8:30 AM	Arrival - Campers assemble in the Café' 15-1 ratio & Breakfast is distributed
9:00 AM – 9:30AM	General meeting and announcements
attendance	Group's formed 15-1 ratio with volunteer assistance and daily taken
	Trip program departs
9:30AM- 6:15PM	Scheduled group activities

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***Groups rotate to various areas/activities**

6:15 PM-6:30PM

Preparation for pick up

***Campers prepare for parent arrival**

\$40 non-refundable annual membership fee
Summer camp Absolutely No Refunds!!!

- \$165/ weekly rate IF REGISTERED BY June 20, 2018
- \$155/ weekly rate 2nd child IF REGISTERED BY June 20, 2018
- \$145/ weekly rate 3rd child etc. IF REGISTERED BY June 20, 2018
- \$175/weekly rate IF REGISTERED AFTER June 20, 2018 (no discounts)
- **Weekly payments are due the Thursday prior to the beginning of the upcoming week**

OFFICE FOR CHILDREN & 4C's Subsidy Programs

\$132.40 per week

\$27.60 will be added to all Copay Amounts

No post-dated checks or secondary checks ACCEPTED. Returned checks are subject to \$35 returned check fee and future payments must be cash or money order.

Late Fees- Summer camp concludes at 6:30pm. ALL YOUTH MUST BE PICKED UP BEFORE OR AT 6:30PM **NO EXCEPTIONS**. Child will not be accepted back into camp if picked up late resulting in loss of camp spot.

Security- All youth records will be kept confidential and must be fully completed before a youth will be accepted into the program. Youth records include application, parent release form, medical release form, and emergency numbers for use if the parent/guardian cannot be reached, health records and pertinent information on the Childs' progress.

Breakfast/Lunch/- Is provided through Maschio's Food Service NO substitutions you will receive a Lunch Menu we ask you look it over carefully.

Child Abuse and Neglect- New Jersey State Law require that any instance of child abuse or neglect suspected by a child care worker must be reported to the Division of Youth and Family Services. The Boys & Girls Club of Garfield will follow this directive.

In the event of an emergency- we will evacuate to the nearest safe shelter, library, recreation center and or school. Emergency Contact numbers will be with counselors and every effort will be made to contact guardians. In the event that we are in Lockdown **POSITIVELY NO ONE** will be allowed entrance for any reason. Phones will be for emergency use only.

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Electronic Devices- We follow school policy. The use of electronic communication and entertainment devices are not permitted. **WE ASSUME NO RESPONSIBILITY FOR LOST, DAMAGED OR STOLEN ITEMS.**

Dress Code- We follow school policy and require appropriate dress play. Sneakers are required for gym. Hooded clothes, hats, sunglasses, **flip-flops**, **slippers**, revealing clothing or improperly fitting clothes are not allowed.

General Information

The Boys & Girls Club of Garfield, Inc., is a non-profit organization dedicated to serving youth. We are a member of The Boys & Girls Club of America. The club is governed by a volunteer Board of Trustees and administered by the professional staff. Various auxiliary groups support the organization. New members are always welcome to join.

Mission Statement

To inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible, and caring citizens.

The purpose of The Boys & Girls Club is to provide opportunities for social, educational, recreational, vocational and character development of youth. The club is open to children ages 5 (entering kindergarten)-18.

Administrative Staff
973-478-7662

Chief Executive Officer
Shane Sudol

Director of Operations
Alejandrina Banch (Sugar) ext. 204

Front Desk Administrator
Yessenia Canepa ext. 202

Unit Director
Karoline Aquino ext. 0

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President, Board of Trustees

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AUTHORIZATION TO PICK UP CHILDREN – We require that you notify the Club in writing if someone other than the parent/guardian who will be picking up your child. Please advise such person to present identification upon entering the program/building.

(10:122-6.5) Policy on the Release of Children

1. Child(ren) may be released only to the child's parent(s) or person(s) authorized by the parent(s), as specified in N.J.A.C. 10:122-6.8(a)3, to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached;

2. If a particular non-custodial parent has been denied access, or granted limited access, to the child by a court order, the center shall secure documentation to this effect, maintain a copy on file, and comply with the terms of the court order;

3. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s) as specified in (a) 1 above, fails to pick up a child at the time of the center's daily closing. The procedures shall require that:

i. The child is supervised at all times;

ii. Staff members attempt to contact the parent(s) or person(s) authorized by the parents;

iii. An hour or more after closing time, and provided that other arrangements for releasing the child to his or her parents(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24-hour Child Abuse Hotline to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child;

4. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified in (a) 1 above appear to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual. The procedures shall require that:

i. The child shall not be released to such an impaired individual;

ii. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and

iii. If the center is unable to make alternative arrangements, as noted in (a) 3ii above, a staff member shall call the Division's 24-hour Child Abuse Hotline to seek assistance in caring for the child.

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(b) For School Age Child Care Programs, the following shall apply:

1. No child shall be released from the program unsupervised except upon written instruction from the child's parent.

SICKNESS/ABSENTEEISM – We request that you do not send your child to the program if they are sick. If a child becomes ill at the program, parents will be notified to pick the child up. Please refer to following health policy issued by the state licensing department for further information regarding illness, accidents and medications. If **your child is going to be absent, we request that you notify the Club** at 973-478-7662.

Health Requirements

10:122-7.1 Illnesses/Communicable Diseases

(a) A center that seeks to serve any children who have any of the illnesses, symptoms of illness or diseases specified in (c) and (d) below shall meet all applicable provisions of this subchapter and all provisions of N.J.A.C. 10:122-8.

(b) Under no circumstances shall any center serve or admit any child who has any illness, symptom of illness or disease that a health care provider has determined requires the child to be:

1. Confined to a home under a health care provider's immediate care; or
2. Admitted to a hospital for medical care and treatment.

(c) The following provisions relate to illness and/or symptoms of illness:

1. A center serving well children shall not permit a child who has any of the illnesses or symptoms of illness specified in (c) 1i through xiii below to be admitted to the center on a given day unless medical diagnosis from a health care provider, which has been communicated to the center in writing, or verbally with a written follow-up, indicates that the child poses no serious health risk to himself or herself or to other children. Such illnesses or symptoms of illness shall include, but not be limited to any of the following:

- i. Severe pain or discomfort;
- ii. Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a loose consistency within a period of 24 hours, or bloody diarrhea;
- iii. Two or more episodes of acute vomiting within a period of 24 hours;
- iv. Elevated oral temperature of 101.5 degrees Fahrenheit or over or axillary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes;
- v. Lethargy that is more than expected tiredness;
- vi. Yellow eyes or jaundiced skin;
- vii. Red eyes with discharge;
- viii. Infected, untreated skin patches;
- ix. Difficult rapid breathing or severe coughing;
- x. Skin rashes in conjunction with fever or behavior changes;
- xi. Weeping or bleeding skin lesions that have not been treated by a health care provider;
- xii. Mouth sores with drooling; or

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xiii. Stiff neck.

2. Once the child is symptom-free, or a health care provider indicates that the child poses no serious health risk to himself or herself or to other children, the child may return to the center.

3. If a child who has already been admitted to the center manifests any of the illnesses or symptoms of illness specified in (c)1 above, the center shall remove the child from the group of well children to a separate room or area, as specified in N.J.A.C. 10;122-5.2(p)4, until:

i. He or she can be taken from the center; or

ii. The director or his or her designee has communicated verbally with a health care provider, who indicates that the child poses no serious health risk to himself or herself or to other children, at which time the child may return to the group.

4. The center may exclude a child whose illness prevents the child from participating comfortably in activities, or results in a greater need for care than the staff can provide without compromising the health and safety of other children at the center.

(d) The following provisions relate to excludable communicable diseases:

1. The center shall not permit a child or staff member with an excludable communicable disease, as specified in the table below, to be admitted to or remain at the center, until:

i. A note from the child's or staff member's health care provider states that the child or staff member, respectively, has been diagnosed and presents no risk to himself, herself, or to others;

ii. The center has contacted the Communicable Disease Program in the State Department of Health and Senior Services, or the local health department pediatric health consultant, and is told the child or staff member poses no health risk to others; or

iii. If the child or staff member has chicken pox, the center obtains a note from the parent or staff member stating that all sores have dried and crusted.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

Respiratory Illnesses	Gastro-Intestinal Illnesses	Contact Illnesses
Chicken Pox	Campylobacter	Impetigo
German Measles	Escherichia coli	Lice
Hemophilus Influenzae	Giardia Lambliia	Scabies
Measles	Hepatitis A	Shingles
Meningococcus	Salmonella	
Mumps	Shigella	
Strep Throat		
Tuberculosis		
Whooping Cough		

Injury or Illness to a Child

Parents are responsible for making arrangements for youth to be picked up from the Club when notified.

Parents will be notified for:

Broken Skin

Falls from a height greater than the height of two feet

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Complaints of pain or discomfort
Vomiting or diarrhea
Flu symptoms- (fever, coughing, lethargy, runny nose)
Head, neck or back injury
Any injury requiring professional medical care.

Boys & Girls Club of Garfield has arrangements with Hackensack Hospital. Youth will be transferred via ambulance to Hackensack Hospital at the discretion of the Club if:

We are unable to contact parents/guardians
Child is unable to be picked up when notified of illness or injury.
Emergency medical care is required.
Before returning to the club we require a note from the child's health care provider stating that the child has been diagnosed and present no risk to himself, herself, or to others.

Medication: In order to administer medication at the Club, we require:

A note from the parent/guardian requesting that the medication be given to the child
A doctor's note stating the name of the medication, purpose, dosage, route and time it is to be given.
Medication in an original, labeled container
Signed copy of medication policy

Discipline Policy

It is the philosophy of this Club to help children grow emotionally as well as intellectually. To help children succeed, feel good about themselves and be able to express their feelings in a positive and constructive manner.

It is our policy that discipline be positive. Discipline is not punishment. It is a way of helping children learn to identify socially acceptable behavior.

Within our Club, limits and rules are clearly defined. We focus strongly upon the reinforcement of acceptable behavior and the prevention of undesirable behavior by being responsive to the needs of the children.

Methods of correcting inappropriate behavior within the Club consist of the following:

1. Re-direction of activities: to change the focus of a child's behavior.
2. Individualized attention: to help child to deal with a particular situation.
3. Time-out: the removal of a child from the area of activity, for a few minutes, so that he/she may gain self-control. Time-out shall be used as a last resort in disciplining any child that is misbehaving.
4. Attention to good behavior: to respond to and reinforce positive behavior, acknowledge or praise the child when behaving well to let him/her know that we approve of what he/she is doing.
5. Discipline will not involve isolating a child without supervision, or with-holding food or attention. No child shall be subjected to corporal punishment, emotional neglect, abusive language, ridicule or any behavior that would intimidate, frighten or endanger a child or his/her self-image.

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Expulsion Policy

Unfortunately, there are some situations in which we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child (ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this club.

Immediate causes for expulsion -

The child is at risk of causing serious injury to other children or him/herself
Parent threatens physical or intimidating actions toward staff members
Parent exhibits verbal abuse to staff in front of enrolled children

Parental Actions for Childs Expulsion -

Failure to pay/habitual lateness in payments
Failure to complete required forms including the child's immunization records
Habitual tardiness when picking up your child
Verbal abuse to staff

Child's Actions for Expulsion -

Failure of child to adjust after a reasonable amount of time
Uncontrollable tantrums/angry outbursts
Ongoing physical or verbal abuse to staff or other children
Biting

Schedule of Expulsion - If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.

The parent/guardian will be informed regarding the length of the expulsion period.

The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.

The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A child will not be expelled

If a child's parent(s):

Make a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.

Reported abuse or neglect occurring at the club

Question the club regarding policies and procedures.

Without giving the parent sufficient time to make other child care arrangements.

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Proactive Actions that can be taken in order to prevent expulsion

Staff will try to redirect child from negative behavior

Staff will reassess classroom environment, appropriate of activities, supervision

Staff will always use positive methods and language while disciplining children

Staff will praise appropriate behaviors

Staff will consistently apply consequences for rules

Child will be given verbal warnings

Child will be given time to regain control

Child's disruptive behavior will be documented and maintained in confidentiality

Parent/guardian will be notified verbally

The director, club staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors

The parent will be given literature or other resources regarding methods of improving behavior

Recommendation of evaluation by professional consultation on premises

Recommendation of evaluation by local school district child study team

The center shall provide the Information to Parents document to each child's parent(s) upon enrollment, and to every person upon becoming a staff member.

1. The center shall secure and maintain on file a record of each parent's and staff member's signature attesting to receipt of the document.

2. The center shall maintain on file a copy of the Information to Parents document.

(10:122-3.6) Information to Parents document

The center shall give to the parent(s) of every enrolled child and to every staff member a written Information to Parents document designated by the Bureau of Licensing and indicating that the center is required to:

1. Be licensed by the Bureau of Licensing, Division of Youth and Family Services;

2. Comply with all applicable provisions of the Manual of Requirements for Child Care Centers;

3. Post its license in a prominent location within the center;

4. Retain a current copy of the manual and make it available for parents' review;

5. Indicate how parents can secure a copy of the manual and obtain information about the licensing process from the Bureau;

6. Make available to parents, upon request, the Bureau's Life/Safety and Program Inspection/Violation and Complaint

Investigation Summary report(s) on the center, as well as any letters of enforcement or other actions taken against the center during the center's current licensing period;

7. Post a diagram of those rooms and/or areas that have been approved by the for children's use;

8. Comply with the inspection/ Investigation functions of the Division, including the interviewing of staff members and children;

9. Afford parents the opportunity and time to review and discuss with the center director or sponsor any questions or concerns about the policies and procedures of the center or whether the center is in compliance with all applicable provisions of the manual;

10. Advise parents that if they believe or suspect that the center is violating any requirement of the manual, they may report such alleged violations to the center sponsor or director or to the Bureau;

11. Afford parents of enrolled children an opportunity to participate in the center's operation and activities and to assist the center in complying with licensing requirements.

12. Afford parents of enrolled children the opportunity to visit the center at any time during the center's hours of operation to observe its operation and program activities without having to secure prior approval;

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13. Provide parents with advance notice of any field trip, outing or special event involving the transportation of children away from the center, and, for each event, secure the written consent of the parent(s) before taking a child on such a field trip, outing or special event;
14. Post a copy of the center's written statement of policy on the discipline of children by staff members in a prominent location within the center, and make a copy of it available to parents upon request.
15. Indicate through this document that any person who has reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule or harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by any adult, is required by State law to report such allegations to the Division's Office of Child Abuse Control or any District Office immediately, and indicate that such reports may be made anonymously;
16. Indicate through this document how parents and staff members may secure information about child abuse and/or neglect from the division.
17. Inform parents of the center's policy on the release of children;
18. Inform parents of the center's policy on administering medication and health care procedures;
19. Provide parents with a copy of the center's policy on management of communicable diseases;
20. Provide parents with a copy of the center's policy on the expulsion of children from enrollment;
21. Inform parents that the center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C §§12101 et seq.), and indicate that anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY uses may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 or (800) 514-0301, or (800) 514-0383 (TTY).

Absolutely No Refunds!!!

2018 TRIP PROGRAM GUIDELINES

Dear Parents:

We have planned a fun and exciting summer camp trip program for our members, provided certain precautions are taken to ensure your child's safety. The following are some general guidelines to assist you in preparing your child for our trip outings. Please review these guidelines with your child to be sure that he/she understands what behaviors will be expected of them.

1. Trips T-Shirts must be worn on all trips.
2. Your child will be assigned to a group of approximately 10 children, with one (1) adult chaperone. Your child must remain with his/her group at **ALL** times. Lunch, bathroom trips, souvenir shopping, etc. will all be done in the group setting.
3. Water Parks & Swim Areas – all children attending any trip must take a Swim Test to determine his/her swim abilities. All children will be required to wear a wristband to indicate swimmer or non-swimmer.
4. Parents the following items are to assist you in preparing your child for the trip.
Dress – Light & comfortable (**Trip t-shirt** & shorts, if the trip has water rides please have your child wear their bathing suits, **no flip flops allowed** – wear comfortable but safe footwear).

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Lunch – Lunch (cold sandwich) unless indicated is provided. You may send a brown bag lunch (disposable) if your child does not eat the meals served. **NO GLASS BOTTLES** or thermos will be allowed on any trip. Please mark your child's name on the lunch.

Spending Money – Please put any spending money in an envelope with your child's name clearly marked on the envelope. Any money sent is the responsibility of the child.

Book bags/Backpacks – Please do not bring on trips. They tend to get lost & slow the group down.

5. Due to safety factors, certain rides at the amusement parks and water parks will be **PROHIBITED**.
6. Behavior and Discipline problems will not be tolerated!!! Any child who disregards the rules will be suspended from future trip outings.
7. **ABSOLUTELY NO REFUNDS OR SWITCHING OF TRIPS WILL BE ALLOWED!**
You are responsible to make sure your child is present at scheduled trip times.

Group Swim Policy

1. The Club has two swim hours **10am – 11am GIRLS and 3pm – 4pm BOYS.**
 - a. Club enters locker rooms at 10am and 3pm to change and enter pool
 - b. Club exits pool at 11am and 4pm to change and go to next program area
2. Group Leader survey's locker room to ensure it is empty of all patrons prior to youth entry.
3. Buddies are assigned in each group before entering pool.
4. Two Buddies and Group Leader use the bathroom at a time.
5. Prior to youth entering locker room to change, the Group Leader survey's the locker to ensure it is empty of all patrons prior to youth entry.
6. Group Leader then lines up kids and leads the group to their next program activity.

Parental Consent for Survey Participation

BGCA requires Clubs to obtain parental consent for members taking the National Outcomes Survey every year. Each organization can choose the consent process (active or passive) that will work best for them. More information about consent is provided below.

Because the majority of member survey takers will be minors, parents/guardians must be given sufficient opportunity to consider whether they want their child to participate. BGCA has provided a number of supporting documents that will inform parents and guardians of the purpose and content of the survey, including informational flyers and consent templates in both English and Spanish. Clubs should determine which type of

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consent they will use (described below), personalize, and distribute these consent forms according to the guidelines below.

There are two types of consent clubs may choose to obtain from parents, active consent and passive consent.

Active Consent

- Active consent requires that parents actively allow their child to participate in the survey by signing a form of agreement to participate. This type of consent may be preferred by Clubs that want to be assured that members taking the survey have explicit permission from their parents/guardians to do so. Active consent forms must be distributed at least four (4) weeks prior to survey administration to allow enough time for forms return and organization.

BGCA provides supporting materials for both methods, and emphasizes that regardless of method used, parents and guardians must be well informed of the survey, its contents, and their right to choose whether their child participates. Templates for both passive and active consent can be found on the Survey Resources tab of the Survey Status Website (www.nyoisurvey.com). Clubs should keep a copy of the survey on file at the front desk for parents to review upon request. Parents should not be permitted to take a copy of the survey home.

Passive Consent

- Passive consent requires parents to opt their child out by signing a form that indicates their prohibition of their child's survey taking. This type of consent does due diligence in informing parents of school children taking risk behavior and other surveys across the country and is the standard for use in most school systems. Passive consent forms should be distributed at least two (2) weeks prior to survey administration to allow enough time for parental notification.

THE USE OF COMPUTERS, THE INTERNET AND ELECTRONIC MAIL PERMISSION FORM

Boys & Girls Club of Garfield is pleased to offer Members access to a computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing.

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What is possible?

Access to e-mail and the Internet will enable members to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the Club are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to members from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is expected?

Members are responsible for appropriate behavior on the Clubs computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General Club rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the club's computer resources. The members are advised never to access, keep, or send anything that they would not want their parents or counselors to see.

What are the rules?

Privacy -- Network storage areas may be treated like Club lockers. Network administrators may review communications to maintain system integrity and to insure that members are using the system responsibly.

Storage capacity -- Users are expected to remain within allocated disk space and delete e-mail or other material, which take up excessive storage space.

Illegal copying -- Members should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should members copy other people's work or intrude into other people's files.

Inappropriate materials or language -- Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of club behavior. A good rule to follow is never view, send, or access materials, which you would not want your counselors and parents to see. Should members encounter such material by accident, they should report it their counselor immediately.

Succinct Advice

These are guidelines to follow to prevent the loss of network privileges at The Club.

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in others folders, work, or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the rules of appropriate use.
10. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

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CODE

Announcements will be made via the 2-way radios when situations arise. The following are codes and procedures to be utilized.

Code Red (Fire Drill)

This code will be used in the event the alarm does not go off for fire drills, and/or the need to evacuate the building utilizing fire drill procedures. Follow Fire Drill procedure and exit from the nearest "EXIT" and clear the area surrounding the building for emergency vehicles.

Code Purple (Lockdown Drill)

In the event of a lockdown, or harmful situation, all youth and counselors are to remain in their rooms away from doors and windows. Door is to remain closed and locked. A lockdown may last an indefinite length of time according to the nature of the threat. Remain in the rooms until an all clear is announced.

Code Yellow (Wandering Child)

In the event of a lost child, counselors and youth are to remain where they are. Attendance and head counts are to be performed. Attendance is to be taken by asking each youth their name and checking them off your list. Report youth not on your attendance list.

Code Green (Weather Emergency)

In the event of inclement weather, youth are to be taken to the ground floor. Safe areas are hallways, bathrooms, and inner rooms away from windows. Have youth sit on floor until danger passes and an all clear is given.

The Boys and Girls Club of Garfield is a State of New Jersey Licensed After Care Facility for school age children. We are licensed by the Bureau of Licensing, Division of Youth and Family Services and comply with all applicable provisions of the Manual of Requirements for Child Care Centers.

Please initial that you have received, read, understand, agree and will follow each of the following components of our Summer Program booklet.

PLEASE INITIAL ALL AREAS that you have read and understand!!!! Must return with Packet

_____ **Information to Parents Document**

_____ **I understand pick up is at 6:30pm and no later.**

_____ **Policy on the discipline of Children**

_____ **Policy on the release of Children and Photos**

_____ **Policy on the administration of medication and health care procedures**

_____ **Policy on expulsion of children from enrollment**

_____ **Policy on the management of communicable diseases**

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President, Board of Trustees

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Chief Executive Officer

_____ Policy on swim

_____ Consent and Release for BEAM

_____ Calendar/ Emergency Procedures

_____ Fees, payments and refund policies

_____ Trip Rules

_____ **WE ASSUME NO RESPONSIBILITY FOR LOST, DAMAGED OR STOLEN ITEMS/ELECTRONICS**

_____ I understand only people listed on **MEMBERSHIP FORM** can pick up my child unless I call.

_____ Parental Consent for Survey Participation

_____ Permission to participate in any Boys & Girls Club of America Programs

Boys & Girls Club of Garfield

I, _____ do hereby give permission for _____ to attend and or participate in activities, including bus trip to the park and walking trips within and outside of the neighborhood, sponsored by The Boys & Girls Club of Garfield, its employees, associates and contributors. In further consideration of the benefits to be gained by our child we covenant that we will never institute any action by law against the Boys & Girls Club of Garfield, Inc., its agents, servants and employees, on account of any injury or other loss or damage sustained by our child's participation.

Furthermore, I hereby do authorize medical examination and treatment of my child by a qualified licensed physician in any event of an accident and all efforts to contact the parent/guardian have been exhausted. In addition, I hereby consent to use, by you or anyone authorized by you, my child's PHOTOGRAPH or any reproductions of them, for editorial illustration, advertising or nonprofit promotional purposes. I also consent to the use of my child's name in connection there with.
Emergency Medical Release/Permission to participate in Summer Program Activities

I _____ do hereby give my child _____ Permission to attend and/or participate in the Summer Program activities sponsored by the Boys & Girls Club of Garfield, it's employees, associates, and contributors. In further consideration of the benefits to be gained by our child we covenant that we will never institute any action at law against the Boys & Girls Club of Garfield, Inc., it's agents, servants and employees, on account of any injury or other loss or damage sustained by our child's participation, furthermore, I hereby do authorize medical examination and treatment of my son/daughter by a qualified licensed physician in any event of an accident and all efforts to contact the parents/guardian have been exhausted.

Statement of Good Health

I understand that my child is in good health and has NO RESTRICTION placed upon him/her while participating in the summer program activities.

I have reviewed the Boys & Girls Club of Garfield Summer Program Booklet with my child (ren).

Child's Name _____

Parent/Guardian Name _____

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Chief Executive Officer

Parent /Guardian Signature _____

Child's Signature _____

Date signed _____

BGCA requires Clubs to obtain parental consent for members taking the National Outcomes Survey every year. **CHOOSE ONLY ONE BELOW**

Active Consent (Option 1)

• Active consent requires that parents **actively allow their child** to participate in the survey by signing a form of agreement to participate. This type of consent may be preferred by Clubs that want to be assured that members taking the survey have explicit permission from their parents/guardians to do so. Active consent forms must be distributed at least four (4) weeks prior to survey administration to allow enough time for forms return and organization.

Print Guardian X _____ Signature Guardian X _____

Passive Consent (Option 2)

• Passive consent requires parents to **opt their child out** by signing a form that indicates their prohibition of their child's survey taking. This type of consent does due diligence in informing parents of school children taking risk behavior and other surveys across the country and is the standard for use in most school systems. Passive consent forms should be distributed at least two (2) weeks prior to survey administration to allow enough time for parental notification.

Print Guardian X _____ Signature Guardian X _____

Please review the Use of Computers permission form with your child. This page must be signed by both a parent and the Club member before computer use will be allowed at the Boys & Girls Club of Garfield.

PARENT PERMISSION FORM and USER AGREEMENT

As a parent or guardian of a member at the Boys & Girls Club of Garfield, I have read the above information about the appropriate use of computers at the club and I understand this agreement will be kept on file at the club. (Questions should be directed to the program director for clarification.)

Please initial below.

___My child may use e-mail and the Internet while at the Club according to the rules outlined.

___I would prefer that my child not use e-mail and the Internet while at the Club.

Parent Name (print) _____



Parent Signature _____

PARENTS' PERMISSION FOR THE PUBLICATION OF STUDENT WORK/PICTURES

John Easom
President, Board of Trustees

Shane Sudol
Chief Executive Officer

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server.

Please initial below.

___My child's work can be published on the Internet and photographs of my child can be published

___I would prefer that my child's work and picture not be published on the Internet

Parent Name (print)_____



Parent Signature_____

As a user of the Club computer network, I agree to comply with the above stated rules and to use the network in a constructive manner.

Student Name (print)_____

DATE: _____

Student Signature_____



BOYS & GIRLS CLUB OF

GARFIELD, INC.

PERMISSION SLIP

As the parent(s)/legal guardian(s) of , we (I) hereby grant permission for child to participate IN ALL WALKING AND BUS FIELD TRIPS on June 25,2018-August 24, 2018 at the expense of and under the sponsorship, auspices, direction, control and jurisdiction of ***Boys & Girls Club of Garfield, Inc.*** its agents, servants and employees. We (I) understand and acknowledge that participation in the activities involved inherent risks of injury to my child including risks associated with transportation by motor vehicle. We (I) agree to indemnify ***Boys & Girls Club of Garfield, Inc.*** for any costs or expensed arising out of our (my) child’s participation in the activities including the cost of any medical care given our (my) child or any expenses or fees incurred in any lawsuit arising as a result of any damage or injuries caused by our (my) child in the course of his or her participation in the activity. We (I) further give my consent to that in our (my) absence the above-named minor be admitted to any hospital or medical facility for diagnosis and treatment. We (I) request and authorize physicians, dentists, and staff duly licensed as Doctors of Medicine or Doctors of Dentistry or other such licensed technicians or nurses, to perform any diagnostic procedures, treatment procedures, operative procedures and x-ray treatment of the above minor. This authorization does not cover major surgery unless the medical opinion of two other

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licensed physicians or dentists concurring in the necessity for such surgery is obtained prior to the performance of such surgery. The following information is needed by any hospital, physician or dentist not having access to the child's history:

Allergies: _____

Medications being taken: _____

Date of last tetanus shot: _____

Physical impairments: _____

Other important medical problems physicians should be aware of: _____

If this agreement is signed by only one person, that person represents that he or she is the only person having custody of the minor child named herein and that no other person's agreement or authorization for the purposes hereof is required.

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

Address: _____

Home Phone: Cell Phone: _____

Work Phone: Other Phone: _____

SIGNATURE OF PARENT/GUARDIAN _____

DATE _____



Membership# _____

Child's Name _____

DOB _____

School _____

Grade _____

Mother's Name _____ Phone # _____

Father's Name _____ Phone # _____

Home Phone _____

Emergency Contact _____ Phone _____

****If you register for a week and your child does not attend, they will lose their spot and someone from waiting list will be added on. (If proper notice is given ex. vacation or doctor note is received along with a phone call prior to absence child will not be removed) CLOSED WEDNESDAY JULY 4TH**

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Weeks	Camp ONLY Check off weeks child will attend	Amount Paid	Date
June 11 th - June 20 th	PRECAMP	\$255 \$265	
June 25 th – June 29 th			
July 2 nd – July 6 th			
July 9 th - July 13 th			
July 16 th –July 20 th			
July 23 rd – July 27 th			
July 30 th -Aug. 3 rd			
Aug 6 th – Aug 10 th			
Aug 13 th – Aug 17 th			
Aug 20 th – Aug 24 th			
Aug 27 th – Aug 31 st Must PRE-REGISTER	3:00pm – 6:00pm	\$50	
Y- S-M-L-XL			
A. S-M-L-XL-			

SCHOOL RETURN DATE **8/27/18** BASCS School District
SCHOOL RETURN DATE **9/05/18** Garfield School District

MEMBERSHIP APPLICATION
Boys & Girls Club of Garfield, Inc.

Memberships are valid 1 year from date joined. Fill out all information.
Dues: \$40/first child \$35/add child(ren)

First Name: _____ Middle: _____ Last: _____
Address: _____ At this Address Since: _____
City: _____ State: _____ Zip: _____ in Area since: _____
Telephone: _____ Cell # _____ Birth Date: _____
Ethnicity: _____ Gender: ___ Male ___ Female Member's SSN: _____

Current School: _____ Current Grade: _____ Current GPA: _____ Current Teacher: _____ Food Program: ___ Free ___ Reduced

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Special Class? ___yes ___no (if yes please explain)

Medical Information:

Doctor Name: _____ Doctor Phone: _____

Health Insurance Carrier: _____ Policy # _____

Serious Health Problems: ___Yes ___No (if yes please explain)

Medications: _____ Allergies: _____

ONLY PEOPLE LISTED ON THIS FORM BELOW CAN PICK UP CHILD LISTED ABOVE

Fathers name: _____ **Mothers name:** _____

Employer: _____ **Employer:** _____

Work Phone: _____ **Work Phone:** _____

Cell Phone: _____ **Cell Phone:** _____

Email: _____ **Email:** _____

Are there any Family issues we need to be aware of?

Emergency Contacts: ONLY CONTACTS LISTED MAY PICK UP AND MUST SHOW ID

Name _____ Phone # _____

Name _____ Phone # _____

Name _____ Phone # _____

General:

Birth Certificate on File: ___Yes ___No Birth City: _____ Birth State/Country: _____

Parent Understood Signed Insurance Disclaimer and Permission Statement: ___Yes ___No

This member has permission to be used in public relations materials: ___Yes ___No

This member may participate in all Club activities in or adjacent to the club building: ___Yes ___No

Does youth belong to any other youth organization? (Boy/Girl Scouts, YMCA, 4-H, church groups, please specify.)

Has either parent ever been a member of the Boys **Youth employed** _____

& Girls Club of Garfield? Part time: ___After School ___Summer

____Mother ____Father Years _____ Weekends _____ Full time

How long a Member in Years: _____ Club Member Since: _____

Reason(s) for joining: ___Fun ___Learning ___Sports ___Other: _____

Annual Gross Household Income: PLEASE SELECT ONE IMPORTANT FOR GRANT OPPORTUNITIES

	\$0 - \$10,000 _____	\$10,001 - \$19,240 _____	\$19,241- \$25,900 _____
	\$25,901 - \$32,560 _____	\$32,561 - \$39,220 _____	\$39,221 - \$45,880 _____
____# in household	\$45,881 - \$52,540 _____	\$52,541 - \$59,200 _____	\$59,201 - \$65,860 _____
	\$65,861 - \$70,000 _____	\$70,001 - \$80,000 _____	\$80,001 - \$90,000 _____

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Over \$90,001 _____

Do you live with you're: ___ Mom ___ Step Mom ___ Dad ___ Step Dad ___ Grandparent ___ Other: _____

Is there a Member of the Household 65 years old or older: ___ Yes ___ No?

Is there a Member of the Household Handicapped: ___ Yes ___ No?

Current Head of Household: ___ Female ___ Male

Current Housing Area: _____

Current Single Parent: ___ Yes ___ No Current Number in Household: _____

Number of Brother: ___ Ages: _____ Number of Sisters: ___ Ages: _____

Physical:

Eye Color: _____ Hair Color: _____ Skin Color/Features: _____

Height: _____ Weight: _____

I, _____ do hereby give my son/daughter _____ permission to attend and or participate in activities, including bus trips to the park and walking trips within the neighborhood, sponsored by the Boys & Girls Club of Garfield, its employees, associates and contributors. In further consideration of the benefits to be gained by our child we covenant that we will never institute any action by law against the Boys & girls club of Garfield, Inc., it's agents, servants and employees, on account of any injury or other loss or damage sustained by our child's participation. Furthermore, I hereby do authorize medical examination and treatment of my son/daughter by a qualified licensed physician in any event of an accident and all efforts to contact the parent/guardian have been exhausted. In addition, I hereby consent to use, by you or anyone authorized by you, my child's photograph or any reproductions of them, for editorial illustration, advertising or nonprofit promotional purposes. I also consent to the use of my name in connection therewith.

Signed: _____ Member's Signature: _____
Parent(s) or Guardian

FOR OFFICE USE ONLY

Membership#: _____ Picture taken: _____
Entry Date: _____ Expiration Date: _____ Status: _____
Type: _____ New or Renewal Member: _____ Processed by: _

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President, Board of Trustees

Shane Sudol
Chief Executive Officer