



**BOYS & GIRLS CLUBS**  
OF SPOKANE COUNTY

## Welcome to Summer Day Camp!

**Thank you for choosing Boys & Girls Clubs of Spokane County for your child's summer camp experience. This handbook provides information on membership, policies, procedures and summer camp programs and guidelines.**

### Summer Core Beliefs

During the 10 weeks of summer programming, our Clubs strive to provide youth with experiences that engage their mind and their bodies. Activities at the Boys & Girls Clubs this summer will give youth an opportunity to experience new adventures with the support and guidance of our trained professional staff.

### Summer Hours of Operation:

7:00a.m. – 6:00p.m. Monday through Friday  
June 18 – August 24, 2018

### About this Summer Family Guide

This guide is meant to be a supplement to the 2017-2018 Membership Handbook. Inside you'll find information about our summer programs, as well as reminders about overall Membership expectations. Our programs, policies and procedures are subject to change at any time. The most up-to-date information is available at your Club's front desk or by contacting your Club Director.

### Summer Clubhouse Contacts

**Lisa Stiles-Gyllenhammer Clubhouse**  
**Connie Stark, Club Director**  
[cstark@bgcspokanecounty.org](mailto:cstark@bgcspokanecounty.org)

**Gus Santos,**  
**Program Support Specialist**  
[gsantos@bgcspokanecounty.org](mailto:gsantos@bgcspokanecounty.org)

**Northtown Clubhouse**  
**Corey Crownhart, Club Director**  
[ccrownhart@bgcspokanecounty.org](mailto:ccrownhart@bgcspokanecounty.org)

**Danae Fechner,**  
**Program Support Specialist**  
[dfechner@bgcspokanecounty.org](mailto:dfechner@bgcspokanecounty.org)

#### Pre-Summer Checklist:

##### NOW

- Review this guide and the Membership Handbook with your child.

##### BEFORE YOUR FIRST SESSION

- Pay any balances due
- Arrange to meet with the Club Director about any special needs (including dietary)
- Attend a Family Orientation (for new members)

### Northtown Club

544 E. Providence Ave., Spokane, WA 99207 · 509.489.0741

### Lisa Stiles-Gyllenhammer Club

12509 N. Market St., Mead, WA 99021 · 509.368.9175

## Registration Policies and Procedures

Camp Registration forms are available at all Boys & Girls Clubs of Spokane County Clubhouses and online at [www.bgcspokanecounty.org](http://www.bgcspokanecounty.org)

All campers must be enrolled as current members of the Boys & Girls Clubs of Spokane County and have an up-to-date account in order to enroll in the 2018 Summer Day Camp. A parent/guardian must attend a Parent Orientation (for new and renewing members) before application will be processed. Please call Club to confirm orientation dates and times.

### Payments

All weekly fees must be paid **no later than** the Thursday prior to any camp week. **Only complete registrations with payment will be processed.** Failure to pay will result in forfeiture of camp spot in coming weeks. Payments are only accepted in person or through the online registration portal. Please do not mail payments. **All fees are non-refundable and non-transferable.**

### Fee Assistance

Boys & Girls Clubs of Spokane County strives to provide the highest quality, most affordable summer program in our community. We recognize that some families may need assistance with summer program fees. Fee Waivers may be requested at the time of registration and are awarded by Clubhouse Directors based on a family's individual need. Fee waivers are available for program fees.

### Free and Reduced Lunch Eligibility

Members who are eligible for Free/Reduced Lunch must provide a copy of his/her eligibility letter from the school district in order to have the fee discount applied. Failure to provide a copy of a current letter will result in the full fee being charged to the account. Free/Reduced letter must be provided before activity enrollment, otherwise the full fee will be charged. Discounts are not retroactive.

### Refunds

All fees (membership, program and field trip fees) are non-refundable and non-transferable. No refunds will be given if a camper does not attend a registered session/week of camp or leaves early for any reason (including suspension from Club). Partial refunds may be issued at the discretion of Club Director for extreme circumstances (such as: Club closure due to weather, family emergencies, etc.) Parent/guardian may make a refund request in writing no later than August 31, 2018.

### Questions?

Please review the Registration Policies for more detail on summer registration, fees and payments. For more information, visit us at [www.bgcspokanecounty.org](http://www.bgcspokanecounty.org) or contact your local Clubhouse!

### Multiple Club Rotation

Club Memberships are valid at both Boys & Girls Clubs of Spokane County. To attend at both Clubs, please ask at the Front Desk. Weekly program registrations/weekly fees are non-transferable. Members who have received disciplinary actions or have an unpaid balance from other Clubhouses are **not permitted** to relocate without the consent of both Club Directors.

### Non-member/Guest Policy

**Non-members will not be permitted** to attend the Club during summer camp. All campers who attend the Club must be current registered members and enrolled in a summer program.

#### Registration Checklist:

- ✓ **Annual Membership fee paid** (\$20 (valid Sept. 1, 2017 – Aug. 31, 2018)
- ✓ **Report card** for youth who have just completed Kindergarten
- ✓ **Payments** – cash, credit/debit, check (make checks payable to Boys & Girls Clubs of Spokane County). There is a handling fee applied to all credit/debit card transactions.

## Daily Camper Checklist

### What to Wear:

Boys & Girls Clubs of Spokane County are active places! Members are walking, running and playing all day, every day. To have a safe and comfortable experience, please wear comfortable clothing (t-shirt, shorts, pants on cool days) and shoes and socks (you may pack flip-flops for outside water activities).

### What to Bring:

Please pack the following items labeled with your child's name: water bottle, sunscreen, hat, sweatshirt.

### What NOT to Bring:

Please do NOT send your member to camp with any of the following items:

- Toys, games, stuffed animals, collector cards (i.e. Pokemon), candy
- Electronics, including cameras, tablets, iPods/music players, game devices
- Jewelry or other items of value
- Cell phones are up to the discretion of the family, but should be stored in a pocket or bag while at the Club. Cell phone should not be used for calls or texting while at the Club. To protect the privacy of other members and families, youth are not allowed to take photos, videos or access wireless internet while at the Boys & Girls Club unless part of a supervised and organized Club program. Inappropriate use of cell phone or electronic device will result in confiscation by staff and the device will be kept at the Front Desk until a parent/guardian arrives for "pick-up."

### Lost and Found

Please make sure that all items your child brings to the Club are labeled with his/her name and that he/she is aware that they are responsible for everything they bring to the Club. Items that are not collected from lost and found in a timely fashion will be donated to a local charity. Typically, lost and found is donated at the end of each month.

### Money

Campers who bring money to purchase snacks from the Keystone store must purchase a prepaid card at the Front Desk. Campers should not carry money while at the Club, and cash is not accepted at the Keystone store. Items are for sale during lunch, and all sales are final.

*Boys & Girls Clubs of Spokane County is not responsible for lost, stolen or broken personal items.*

## Communication with the Club

In the event of member illness or emergency, the Club Director will contact the parent/guardian by telephone. If the parent/guardian cannot be reached, the Club will contact the Emergency Contacts.

In the event the Clubs need to provide information to all families, notices will be posted on the front doors and at the front desk, and depending on the urgency of the message may update our Facebook page or send a text-message blast with an up-to-date cell phone number on file.

*Please make sure that all emergency contact information is up-to-date!*

Please contact your Club Director with your comments, ideas and concerns. If you have an emergency and need to reach the Club, please call the Club Business line:

**Northtown Clubhouse** 509.489.0741

**Lisa Stiles-Gyllenhammer Clubhouse** 509.368.9175

## Check In & Out Procedures

**Membership Cards:** Members are expected to bring their card each day. Cards are used to check-in and check-out of the Club, and to check-out equipment once at the Club.

**General Summer Day Camp:** The Clubhouse Day Camp operates between 9am - 6pm, Monday through Friday. Members are placed in age appropriate groups that follow a daily schedule of Day Camp activities. For the full camp experience, “drop-off” is 9:00 – 10:00a.m. and “pick-up” is 4:00 – 6:00p.m.

**Sunrise:** The sunrise program runs 7:00 – 9:00a.m.. Breakfast is served from 8:00 - 8:30a.m.. Youth must be at the Club by 8:30a.m. to receive breakfast. Members who check in prior to 9:00a.m. will be registered and charged for the Sunrise program.

## Sample Daily Schedule\*

DAY		Morning		Afternoon
MONDAY	9:00	Summer Brain Gain	2:00	Games Room Masters
	10:00	Gym	3:00	Field Games
	11:00	Teambuilding Activities	4:00	Snack
		Lunch	5:00	Youth Choice
	12:00	Book Club	6:00	Youth Departure
	1:00			
TUESDAY	9:00	Summer Brain Gain	2:00	Mad Science
	10:00	Outside/Field	3:00	Music Makers
	12:00	Lunch	4:00	Snack
	1:00	Garden Club	5:00	Youth Choice
		6:00	Youth Departure	
WEDNESDAY	9:00	Summer Brain Gain	2:00	Tumbling Club
	10:00	Stride Academy	3:00	Triple Play: Healthy Habits
	11:00	Carpet Ball Tournament		Snack
		Lunch	4:00	Youth Choice
	12:00	Club Cooking Challenge	5:00	Youth Departure
	1:00		6:00	
THURSDAY	9:00	Summer Brain Gain	2:00	Gr. 1-3 Field Trip
	10:00	Games Room Masters	4:00	Snack
		Home Den	5:00	Youth Choice
	11:00	Lunch	6:00	Youth Departure
	12:00	Running Club		
	1:00			
FRIDAY	9:00	Summer Brain Gain	2:00	Field/Water Day
	10:00	All Club Challenge	4:00	Snack
	12:00	Lunch	5:00	Youth Choice
	1:00	Summer Read	6:00	Youth Departure

\*Programs will vary by Clubhouse. See individual Clubhouse for this summer’s daily schedule.

## Field Trips

**Wednesday:** 4th—7th Graders

**Teen Field Trips:** 8<sup>th</sup> – 12<sup>th</sup> Graders (varies by Club)

**Thursday:** 1st—3rd Graders

Field Trip information will be available May 1st at the Clubs. There is a **\$10** weekly field trip fee for members. Permission Slips will be available at 3:00p.m. on Thursdays each week for the following week. Week 1 field trip permission slip will be available on the first Monday of your designated Clubhouse’s Summer Program at 3:00p.m. Weekly field trip space may be limited. Field trip fees are non-refundable and non-transferable. All field trips are on a first come, first served basis. Members must travel to and from field trip via bus/van accompanied by staff – members may not be picked-up or dropped off at field trip site by parent/guardian.

## Additional Field Trips

There may be additional field trips throughout the summer at little or no cost to members. Information will be available at the Clubs.

## Home Den

Every age group has a “Home Den”. This will be the room that groups meet in to prepare for the day’s adventures. Youth grade is determined by what grade youth will be in during the 2018-2019 school year.

## Summer Club Closures

**Wednesday, July 4, 2018** – All Boys & Girls Clubs of Spokane County offices and Clubs will be closed in observation of Independence Day.

## Summer Meal Program

The Boys and Girls Clubs provide healthy meals and snacks to promote the well-being of our youth. During the summer, we are a sponsor site for the U.S. Department of Agriculture (USDA) Summer Food Service Program administered by the Washington State Office of the Superintendent of Public Instruction (OSPI). Lunch and snack are free to children ages 0 – 18 years of age, and children do not need to be members of the Club to attend meal services. **If your child has any food allergies, please contact your Club Director and fill out a Medical Disability Statement for Food Substitution form available at the front desk.** Your child may bring his/her own lunch/snack, or we can try to provide an alternative meal or meal plan. **Please do not bring food items containing nuts or shellfish; as we have children with severe allergies.**

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.*

If you have a complaint about the food served or service at the Club, you should immediately direct your feedback to the Club Director or Director of Program Operations who will respond to your concerns as soon as possible.

## Health and Wellness

The Boys & Girls Clubs of Spokane County strives to maintain a safe and secure environment for its members and staff and to serve all children. Please be as honest and accurate as possible in providing information about your child in the Membership Application to help us in serving your child. If your child has any special medical or other needs, please contact the Club Director before registering your child to make sure our program is a good fit with your child’s needs.

Club staff are First Aid and CPR Certified, and basic first aid will be provided in case of minor injury. If a member requires more than basic first aid, a parent/guardian will be contacted to seek additional care. In the event of a serious or life-threatening emergency, Club staff will call 911 immediately, then call the parent/guardian or alternative emergency contact. If medical treatment is required for a member, any associated costs are the responsibility of the parent/guardian. The Boys & Girls Clubs of Spokane County only provides secondary medical insurance for members.

**Ice pack & bandages:** Ice packs and bandages will be distributed based on staff evaluation of injury. A “Band-Aid” report will be made available for parent/guardians at pick up.

**Medication:** Members are not allowed to carry any medications, prescriptions or over the counter drugs on their person while at the Club. If your member does have a medication that will need to be taken throughout the course of the day, the medication must be turned into the Front Desk and it is the responsibility of the member to administer the medication him/herself. We can store prescription medication and Epi-Pens in our first aid kit for those individuals with severe medical conditions or allergic reactions.

**Illness:** To maintain a healthy Club environment, please keep your child home for the following reasons:

- Temperature of 100 degrees or more in the last 24 hours
- Vomiting/diarrhea during the night or morning
- Red, sore or runny eyes
- A contagious illness
- Untreated lice
- Chicken pox
- Severe sore or red throat or white patches on tonsils

If your child becomes ill while at the Club, you will be called. If your child is too ill to remain at the Club, you will be asked to come get him/her. Proof of treatment from a health care facility and/or written approval from a health care provider may be required for some illnesses before a member is allowed to return to the Club.

**Allergies:** Club staff are trained in recognizing the signs of anaphylactic shock and to administer an epinephrine auto-injector if needed. If a member has a severe allergy, we ask that a copy of the Severe Allergy Plan (or your school district's equivalent) provided to the child's school be available to Club personnel to help provide the best care possible for the child while at the Club.

## Phone Calls

Phones are for emergencies only and use of phone will be at the discretion of the staff.

## Children with Special Needs

Boys & Girls Clubs of Spokane County strives to serve all youth, but realize our program may not be the best fit for every child. Members must be able to work well in a large group environment, have a certain level of independence, navigate the physical Club facilities, and be able to control their behavior for the safety of themselves and others. The Club will give every child the opportunity to be a Club member and work with them to adapt to the Club environment. However, sometimes children and family situations may require services or supervision beyond the Club's capacity and members may be asked to terminate their membership and/or summer participation for the well-being of themselves or others. **Refunds are not given when membership is terminated.** To help decide if our program is right for your child, please call your designated Club Director prior to your child's first day at the Club.

## Member Behavior Expectations

### Clubhouse Rules

1. Respect Club members
2. Respect Club staff
3. Respect Club equipment
4. Respect yourself

Member safety is always a primary concern at the Boys & Girls Clubs. Members are not permitted in unsupervised areas. Clubhouse policies and procedures, including program area expectations, Charter Bus and Club Van Rules are strictly enforced. Any member that breaks a rule will be redirected. Repeated infractions or serious misbehavior will result in a parent/guardian being contacted. We reserve the right to suspend a member for any length of time. Refunds are not given when member is suspended.



### ***Discipline Policy***

The Boys & Girls Clubs of Spokane County strive to keep the consequences for unacceptable behavior clear, appropriate and timely. The safety of all members is of the utmost importance to us. Any member who disrupts programs or creates a dangerous situation will be disciplined appropriately. Members who do not follow the rules can expect to lose privileges and face consequences. Parents will be called to remove any member who has failed to control his or her disruptive behavior and/or is behaving in an aggressive or violent manner that jeopardizes the health and safety of him/herself, fellow members or staff. A parent/guardian may be held responsible for damages caused by unacceptable behavior.

### ***Parental Support***

The support and involvement of parents/guardians is vital to our success as youth development professionals. When Club staff and parents/guardians work together as a team, each member's chance for success is greatly increased.

Please help Club staff in identifying behavior concerns on your child's Membership Application and make an appointment with the Club Director to develop a behavioral plan for your child. If your child has a behavior contract or the equivalent at school, please share a copy with the Club Director so that Club staff can support an existing plan to help your child be successful at the Club. A trial period may be implemented to determine if our program is right for your child. Failure to declare a behavior condition that may put the health and safety of your child, other members or staff in jeopardy may result in suspension or termination of Club membership. From time to time, situations involving parents/guardians may occur which reach unfortunate points of anger and disrespect. Therefore, Boys & Girls Club staff may be required to intervene and ask involved parents/guardians to leave the premises and, in extreme situations, withdraw their child/children from our programs.

#### ***To ensure and maintain a positive environment, the following points must be acknowledged:***

1. Parental/Guardian involvement and support are important to success.
2. Good behavior will be recognized and reinforced.
3. Discipline is handled by staff and supported by parents/guardians.

### ***Disciplinary Actions***

1. Verbal counseling
2. Time-out
3. Loss of Club privileges
4. Suspension/removal from program area
5. Suspension from Club and all Club-sponsored activities (including Team Sports). Term of suspension may range from one day to two weeks depending on the severity of incident.
6. Suspension with mandatory parent meeting prior to return to Club activities.
7. Behavior Contract
8. Termination from all clubs

### ***Immediate Suspension and Zero Tolerance Policy***

Some behaviors warrant immediate suspension without the option of going through our Disciplinary Action steps:

- Fighting with another member, staff, volunteer, or guest
- Destruction or theft of Club property
- Racial or sexual harassment
- Smoking and possession of tobacco products on the premises is strictly prohibited. Violation of this policy will result in confiscation of the tobacco product and a 5 day suspension.
- No alcohol, drugs, drug paraphernalia or weapons are allowed on the premises. Violation of this policy includes confiscation of item(s), contacting local law enforcement, and a minimum 10 day suspension.

The Boys & Girls Clubs of Spokane County has adopted a **ZERO TOLERANCE** policy for disturbing or intimidating behavior at all Club functions. This includes, but is not limited to: vulgar language; physical or verbal bullying; harassment; intimidation; racial, religious or gender related comments or gestures; as well as the use/possession

of weapons, drugs, alcohol and tobacco products. Such behavior will result in immediate suspension from current Club activities and programs and depending on the severity of offense, could result in long term suspension. If needed, a meeting will be set up with the Executive Director to discuss further actions including termination of Club membership. Decisions made by the Boys & Girls Clubs of Spokane County will be fair and based on the best interest of the children the Club serves. This policy will be strictly enforced and all decisions will be final.