

SUMMER 2013
PARENT PACKET

Pricing structure and policy

The summer program is open Monday – Friday 7:00am – 6:00pm. The program begins on June 3 and ends on August 16. Families have a variety of enrollment options to fit their needs.

Camps only

- \$75/2-week camp

Full day and partial day care rates

8:00am-5:00pm M-F

- Custom scheduled rate: \$2.50/hour
- All inclusive monthly rate: \$400/month
- All inclusive weekly rate: \$100/week

Extended care rates

7:00am-8:00am & 5:00pm-6:00pm M-F

- Scheduled rate: \$3.50/hour

Unscheduled drop in rate:

7:00am-8:00am

- Anytime drop in rate: \$3.50/hour

Additional Details:

- Lunch is served from 12pm-1pm
- Breakfast is served from 7am-8am
- Snack is served from 3pm-3:30pm
- Camp fees, food service, and fieldtrips are all included in the full and partial day care rates.
- Scheduled rates are based upon a pre-arranged schedule and payment plan. Refunds are not available to children who are absent from their scheduled time.
- State assistance is accepted for all full day and partial day care. Inquire at the front desk for details.
- All fees must be paid prior to service. Payment plans may be arranged in advance.



GREAT FUTURES START HERE.



BOYS & GIRLS CLUBS
OF UTAH COUNTY

Welcome to the Boys & Girls Clubs of Utah County!

"Great Futures Start Here!" The Boys and Girls Club Program keeps kids safe, provides a valuable service for single and dual working parents, supports public education initiatives, provides volunteer opportunities for local community members and university students, and offers a **"Positive Place for Kids."**

Mission Statement

The Mission of the Boys & Girls Clubs of Utah County is to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens and leaders.

Field Trips

Field trips are a lot of fun! The summer is jam-packed full of fun and educational fieldtrip opportunities. We ask that your children wear their Boys and Girls Club t-shirts on field trip days. If they have lost their shirt, it can be replaced for a charge of \$5. Some fieldtrips include swimming or other outdoor adventures. We ask that parents help prepare youth for these fieldtrips by helping youth put on sunscreen and other sun protection before coming to Club. We also encourage youth to bring a water bottle from home on all outdoor activities.

Parental Involvement

At the Club, we believe that we can best meet the needs of our individual members by teaming up as parents and staff. For this reason, we are dedicated to regular and meaningful communication between parents and staff.

Each month you can pick up a newsletter and calendar. Please refer to this newsletter and calendar frequently as it will keep you up to date on the latest happenings at the Club. We also hope that you will talk to your child's staff member when you

Emergency Care

When the staff deems that emergency medical attention is needed, they will call 911 and then make every effort to contact the parent or the emergency contact. After 911 has been called, it is up to the paramedics to decide on the appropriate action and medical care facility. The parent will be responsible for all medical costs.

Parent/Student Grievance Policy

In the event that you or your student feels that any of these policies have been administered incorrectly or unfairly or that one of you has a problem with the program or staff in any other way, either of you may make a formal complaint as part of our grievance policy. We ask that you first talk with the student's immediate staff member first. If the issue remains unresolved or if that staff member is unavailable, you may then discuss the issue with the Program Director, the Unit Director, and the Executive Director, respectively.

Emergency Pickup Procedures

In the event of an emergency so catastrophic that the Clubhouse becomes structurally unsafe or destroyed you will be able to pick up your children from club staff at the Seven Peaks Ice Arena Parking lot.

4. Continued behavioral problems may result in a permanent dismissal.

Please note:

**Refunds will not be given for suspensions.*

**Parents may set up an appointment with the program or clubhouse directors to discuss individual needs and concerns.*

Health and Safety

What should I do if my child is sick?

A student may not attend any BGC program with any type of communicable disease, including any of the following symptoms:

- Fever over 100
- Severe cold
- Discolored nasal discharge
- Diarrhea
- Sore throat
- Inflamed or watery eyes
- Undiagnosed rash
- Vomiting

Parents and/or emergency contacts will be called to pick up their children if children come with or develop any of these symptoms during the day.

Head lice policy

Periodically, we check for head lice. If a member is found to have nits, or lice, the member will be sent home and will not be allowed to return to the club until the lice and have been treated and one week has passed.

Medication Policy

The Club does not administer medication to youth.

pick up your child each day. In addition, we encourage you to contact your child's staff at any time throughout the program with any concerns you may have regarding your child. If you have any concerns regarding your child's staff member, we ask that you discuss them with the Directors and they will handle the situation appropriately.

When you enroll your child at the Boys & Girls Clubs of Utah County, you are required to complete a registration form containing your contact information. This information is necessary not only in case of an emergency, but also to inform you of events at the Club. If your contact changes at any time, please let us know as soon as possible.

Club Rules and Policies

Boys and Girls Club Rules

1. Respect club members, staff, and property.
2. Keep your hands, feet, and body to yourself.
3. Use appropriate language.
4. Follow directions of club staff.
5. Have fun!

Dress Code

Any youth violating the dress code may be sent home.

- No open-toed shoes
- No spaghetti straps
- No midriff shirts
- No negative messages on t-shirts
- No gang attire

Youth must wear club t-shirts on fieldtrip days!

Money and Personal Property

The Boys & Girls Clubs of Utah County are not responsible for lost or stolen items. We recommend that youth leave all money, games, music players, cell phones, *etc* at home.

Attendance Policy

Attendance is not mandatory. However, all Club members are required to check in at the office when they come. Once a member is checked in, they are not allowed to leave unless someone on the authorized pickup list has checked them out. If a member is authorized for self-checkout, he or she may leave at any time, but must check out at the front desk before leaving. *If school is in session, Club members are required to attend school that day in order to participate in the Club.

Pick-up Policy

For the safety of your child, you must follow these rules:

1. You must come **into** the Clubhouse and show our secretary a picture ID card when you pick your child up **each time**. Once Club staff is well acquainted with you, they will let you know that you no longer need to show ID. Until staff let you know, you must continue to show ID every time you check out your child.

2. We will only release your child to people who are on the "Authorized Pick Up List" you filled out during registration. Please notify us if you would like to add a name to the list. Those people on your list must also show us a picture ID when picking up your children.

3. Please be on time when picking your children up. For every 15 minutes you are late, you will be charged a \$5 late fee. Students may not return to the program until the late fee has been paid.

Parents must have an emergency pick-up plan (i.e., a neighbor or friend to pick up their children). It is understood that conditions are sometimes beyond one's control (inclement weather, traffic, etc.), so if these conditions arise, it is imperative that parents notify the staff as soon as possible and put their emergency plan into effect.

Discipline Policies

At the Boys & Girls Clubs of Utah County, we believe that praise does more to change a child's behavior than punishment ever can. If a child becomes disruptive, our first action is to inform the child how he or she is breaking the rule and we explain why the rule is in place and who is hurt when we do not abide by it. In most cases, this is enough to change the child's behavior since children are usually unaware that their behavior is causing a problem. If a child becomes continually disruptive, we will follow the procedures outlined below, as well as follow the protocols in our Guidance Matrix (see table of contents).

1. Should inappropriate behavior occur, the concern will be discussed with the students, and a written warning will be given.
2. Should inappropriate behavior continue, a second warning will be given and the parents will be notified.
3. Should inappropriate behavior still continue, a third warning will be given and the student will be suspended.

Late Pick-up Fees

Staff will remain with the students until 7:30pm. If BGC staff have not been contacted by that time and the parents or the emergency contact cannot be reached by phone, the student may be released to the local police department. Continued late pick-up will result in dismissal from the program

15 minutes late: \$5 fee.

30 minutes late: \$10 fee.

45 minutes late: \$15 fee

60 minutes late: Contact police department.