



**BOYS & GIRLS CLUB  
OF GLENROCK**

# Summer Camp 2018

## Glenrock

May 29 – August 10, 2018

**Member Fee:** \$10 annual membership

**Summer Camp Fees:** \$45 per week



**BOYS & GIRLS CLUBS  
OF CENTRAL WYOMING**

The **opportunity** provider.



**OPPORTUNITY:**  
*Adventure*

# Attention Parents

## Summer Camp Fees:

\$45/week - 3 or more days per week

\$15/day - 1 or 2 days per week

Full week's payment is due no later than the **MONDAY** of the week you plan to attend, unless payment arrangements are made **IN ADVANCE**. At registration, a \$10 reservation fee is required for each week your child will attend. This secures a spot for your child in our camp. Those who pay in advance and who have paid the reservation fee have spot preference. If a camp site reaches capacity, members without a paid reservation fee may not be allowed to attend their preferred site. This fee is **non-refundable** and **non-transferable** and is applied to that week's camp fee.

### **REMINDER:**

For the safety of your child, a parent or guardian **MUST** accompany all camp participants into and out of the Club each day. **NO EXCEPTIONS!**

*The Boys & Girls Clubs of Glenrock is operated under the  
Boys & Girls Clubs of Central Wyoming.*





## Welcome to the Boys & Girls Clubs 2018 Summer Programming!

Dear Parents and Guardians:

Welcome to a new summer with the Boys & Girls Clubs of Glenrock! It is our pleasure to serve your children. Our summer will be full of fun and excitement! In this packet is important information about our camp policies. Our staff is looking forward to providing the best experience for your child this summer! Your assistance will help us to achieve this.

### Ages Served

We serve children aged 5-18. Children **MUST** have completed kindergarten and have not yet graduated from high school.

### Hours/Late Fees

7:30 am – 5:30 pm

**Any child not picked up by closing time, 5:30 pm, will be charged a \$10 late fee for every additional 5 minutes he/she is left at the Club or school site (beginning with the first minute).** This fee must be paid before the member is allowed to return to the program. If your child is left for more than one hour past closing, the proper authorities will be notified.

### Payment/Weekly Balances

The weekly program fee is \$45 per child per week. A full week is considered 3 or more days. Those who will attend 2 days or less per week will be billed at \$15 per day.

A \$10 **non-refundable, non-transferable** reservation fee is due for each week you wish to hold for a child. FOR EXAMPLE: Your child plans to attend for 4 consecutive weeks. You would pay a \$40 reservation fee. For each week you would pay the balance of \$35 by the Monday of that week. **In order for your child to attend any camp week, full payment is due NO LATER than the Monday of that week. Lack of payment will result in your child(ren) not being able to attend Club that week.**

### Refund Policy

If a child is unable to attend camp, **no refund will be given for the \$10 reservation fee or the annual \$10 membership fee.** No refund will be given if a child is removed from the camp in the event of disciplinary actions. A \$25 processing fee will be applied to any applicable refund.

## Drop-off /Pick-up

**Upon arrival and departure to and from Clubs, Parents/Guardians must come in to check-in and check-out with a staff member.**

The Boys & Girls Club is a drop-in facility and has an open door policy where members are advised to stay on Club premises; however, we cannot legally require a member to stay at their Club. Staff does not grant permission to leave nor do we insist that children stay. Arrival and departure is a matter strictly between parent/guardian and the child(ren). We will, however, be monitoring the entrance of the building. As always, safety for our members is our top priority. If you have a specific concern, please notify the Site Director.

## Discipline

The goal of our summer program is to provide members with an atmosphere of fun, creativity and respect through meaningful supervised experiences, which will encourage positive personal development. Please feel free to speak with the Site Director about our discipline policy. Your cooperation will assist us in achieving these goals.

The Boys & Girls Club enforces the following codes of conduct:

1. Respect for self, other members, staff and property.
2. Threats, violence and foul language will not be tolerated.

The Boys & Girls Clubs staff is instructed to take the following disciplinary actions:

1. Verbal warning, time outs, club service.
2. Parental notification. It is the discretion of the Site Director to give suspensions.
3. Dismissal from all Boys & Girls Clubs Summer Sites.
4. Fighting is an automatic two-day suspension.

## Sick Policy

No child will be admitted to camp if any of the following conditions are present:

1. A contagious disease (i.e. chicken pox, cold/flu, etc.).
2. Any fever over 100 degrees; member will not be admitted back until fever free for more than 24 hours.
3. Excessive sneezing or coughing.
4. Signs of vomiting and/or diarrhea.

A child will be sent home if any of the above conditions occur at Club. There is a space provided on the membership application for alternate emergency phone numbers.

Children to be sent home for an illness must be picked up within one hour. There will be a \$5 charge for every 10 minutes past one hour that the member is left at the facility.

## Snacks/Meals

Your child will be provided with a healthy morning and afternoon snack. Parents are asked to provide a sack lunch for your child(ren) each day.

*The U.S. Department of Agriculture (USDA) prohibits discrimination in its programs and activities based on race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the USDA's TARGET center at (202) 720-2600 (voice and TDD.) To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, Room 326 West, Whitten Building, 14<sup>th</sup> and Independence Ave., SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.*

## Medication

If your child requires medication, we prefer it is taken outside of Club hours. If it is necessary to bring medication to the Club, for the safety of all, please alert the site director to discuss a secure location to keep the medications while your child is at the Club. However, our staff is not qualified to administer medication so it will be your child's responsibility to remember to administer the medication him/herself.

## Personal Items

We encourage your child to bring only the necessities to the Club, as there will be no locked storage available. If your child decides to bring personal items, the Boys & Girls Clubs of Central Wyoming will not be responsible for lost, stolen, or damaged items.

Children are discouraged from bringing cell phones, tablets, or any other gaming devices to the Clubs!

We do, however, encourage you to send your child(ren) with a hat and sunscreen.

## Required Forms

All forms in this parent packet must be read and completed and a Boys & Girls Club membership form must be current and on file.

## Schedules

**The Glenrock Club will be closed May 23-25 and Aug 13-17, 2018 for Club maintenance. It will also be closed on July 4 in observance of Independence Day.**

Field trips will be offered at all sites. These trips may include library, movies, museums, nature walks, water days, and much more! Small additional fees may be required for some field trips. Please contact your site for scheduling and fee information.

Please watch for schedule changes noted in flyers and bulletins.

**If you have any questions regarding our policies please speak with your Site Director.**

# GLENROCK

## Sign up for important updates from BGCCW.

Get information for **Boys & Girls Clubs of Central Wyoming** right on your phone—not on handouts.

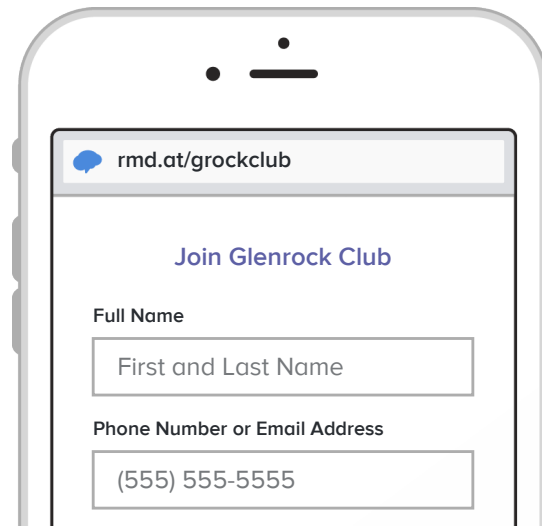
Pick a way to receive messages for **Glenrock Club**:

**A** If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

[rmd.at/grockclub](http://rmd.at/grockclub)

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



Smartphone screen showing the sign-up form for the Glenrock Club. The browser address bar shows [rmd.at/grockclub](http://rmd.at/grockclub). The form title is "Join Glenrock Club". It includes a "Full Name" field with the placeholder "First and Last Name" and a "Phone Number or Email Address" field with the placeholder "(555) 555-5555".

**B** If you don't have a smartphone, get text notifications.

Text the message [@grockclub](https://www.instagram.com/grockclub) to the number **81010**.

If you're having trouble with **81010**, try texting [@grockclub](https://www.instagram.com/grockclub) to **(762) 208-4587**.

*\* Standard text message rates apply.*



Smartphone screen showing a text message. The "To" field contains the number **81010**. The "Message" field contains [@grockclub](https://www.instagram.com/grockclub).

Don't have a mobile phone? Go to [rmd.at/grockclub](http://rmd.at/grockclub) on a desktop computer to sign up for email notifications.



# Attention Parents

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### REMINDER:

For the safety of your child, a parent or guardian **MUST** accompany all camp participants into and out of the Club each day. **NO EXCEPTIONS!**

By signing below, you acknowledge and accept the above procedure and will adhere to all policies and procedures set forth by the Boys & Girls Clubs of Central Wyoming while your child is attending as an active member.

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Parent Signature

Date



**BOYS & GIRLS CLUB**  
OF GLENROCK



2018 Summer Registration

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Birth date: \_\_\_\_\_ Shirt size: \_\_\_\_\_
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\_\_\_\_\_ Grade: \_\_\_\_\_ Birth date: \_\_\_\_\_ Shirt size: \_\_\_\_\_
\_\_\_\_\_ Grade: \_\_\_\_\_ Birth date: \_\_\_\_\_ Shirt size: \_\_\_\_\_
\_\_\_\_\_ Grade: \_\_\_\_\_ Birth date: \_\_\_\_\_ Shirt size: \_\_\_\_\_

Mother (Guardian): \_\_\_\_\_ Father (Guardian): \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_
Cell \_\_\_\_\_ Email \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_
Street address City State Zip

Mailing Address (if different from physical): \_\_\_\_\_

Emergency contact 1 (other than parent): \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency contact 2 (other than parent): \_\_\_\_\_ Phone: \_\_\_\_\_

Field trips: \_\_\_\_\_ YES, I wish to volunteer with field trips \_\_\_\_\_ NO, I am unable to help with field trips

Choose which weeks you will need to reserve (Reminder: \* All Clubs closed Wed, July 4th in observance of Independence Day.)

\_\_\_\_\_ ALL 11 WEEKS, MAY 29 - AUGUST 10

- \_\_\_\_\_ Week 1, May 29 – June 1 \_\_\_\_\_ Week 5, June 25 – 29 \_\_\_\_\_ Week 9, July 23 – 27
\_\_\_\_\_ Week 2, June 4 - 8 \_\_\_\_\_ Week 6, July 2 – 6\* \_\_\_\_\_ Week 10, July 30 – Aug 3
\_\_\_\_\_ Week 3, June 11 - 15 \_\_\_\_\_ Week 7, July 9 - 13 \_\_\_\_\_ Week 11, August 6 – 10
\_\_\_\_\_ Week 4, June 18 - 22 \_\_\_\_\_ Week 8, July 16 - 20

By signing below I acknowledge that I have read and understood all of the policies and procedures pertaining to the Summer Programming. I give the Boys & Girls Club permission for my child to utilize surrounding property while supervised by Boys & Girls Club staff during Club hours. I give the Boys & Girls Club permission for my child to attend all field trips associated with the Summer Day Camps.

Parent Printed Name Parent Signature Date