



United Way  
of Natrona County



# Summer Camp 2019

## Casper

June 10 – August 23, 2019



**BOYS & GIRLS CLUBS**  
OF CENTRAL WYOMING

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

**Summer Camp Fees:** \$75 per week, \$15 per day

\$770 full summer if paid before June 15, 2019



Possible happens here.

## Summer Fun

**June 10 - Aug 23**

Main Club, Paradise Valley,  
Verda James, Teen Center





## Welcome to the Boys & Girls Clubs 2019 Summer Programming!

Dear Parents and Guardians:

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

### Available Sites

Main Club, Verda James Elementary, Paradise Valley Elementary, Teen Center

### Ages Served

All sites serve children ages 5-12. The Teen Center at the Main Club serves youth ages 13-18.

**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 summer camp fee is \$15 per child per day. A payment of \$75 is required the Friday before the week your child is expected to attend. You will only be billed for the days your child(ren) attend that week. Credits will forward week-to-week and will remain on your account until the end of summer.

Space is limited. To secure a spot at your chosen Club site, 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 \$65 by the Monday of that week. Those who pay in advance and who have paid the reservation fee have spot preference. **In order for your child to attend any camp week, full payment must be received NO LATER than the Monday morning of that week. Lack of payment will result in your child(ren) not being able to attend any Club that week.**

The summer program can be paid in full for \$770 per child (savings of \$55), before June 15, 2019. This is a **non-refundable, non-transferable fee.**

## 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 Clubs of Central Wyoming 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 the 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 Clubs of Central Wyoming 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 at 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.

## Lunch/Snacks

Your child will be provided a healthy morning snack, lunch, and afternoon snack.

*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 medication 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 medicine 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/NCSD#1 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 the parent packet must be read and completed and a current Boys & Girls Club membership form must on file.

## Schedules

**All Casper Clubs will be closed June 3-6 and Aug 26-30, 2019 for Club maintenance. All sites will be closed on July 4 in observance of Independence Day.**

Field trips will be offered at all sites. These trips may include library, movies, planetarium, Trails Center, Science Zone, putt putt golf, Tate Museum, Fort Caspar Museum, nature walks, water days, roller skating and much more! Nominal 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, text messages through Remind, on our Facebook page, and/or our website at [www.bgccw.org](http://www.bgccw.org).

**If you have any questions regarding our policies please speak with your site director.**



**BOYS & GIRLS CLUBS**  
OF CENTRAL WYOMING

# Sign up for important updates from BGCCW.

Follow the instructions for your specific Club to receive text messages right to your phone.

## LINCOLN

Text the message **@linclub**  
to the number **81010**

## JOURNEY

Text the message **@jrnyclub** to  
the number **81010**

## VERDA JAMES

Text the message **@vjclub**  
to the number **81010**

## SPORTS

Text the message **@clubsports**  
to the number **81010**

## MAIN

Text the message **@mainclub**  
to the number **81010**

## PARADISE VALLEY

Text the message **@pvclub**  
to the number **81010**

## TEENS

Text the message **@bgccwteens**  
to the number **81010**



Find your Club on the Remind App on your iPhone or Android phone.

# Attention Parents

## Summer Camp Fees:

\$75/week

\$15/day

\$770/full summer, if paid by June 15, 2019

**(NON-REFUNDABLE, NON-TRANSFERABLE)**

Fees are expected to be paid the **FRIDAY BEFORE** the week you plan to attend. Full week's payment is due no later than the **MONDAY morning** 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 preference. If a camp site reaches capacity, members without a paid reservation fee may not be allowed to attend their preferred site. This reservation 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 in to and out of the Club each day.  
**NO EXCEPTIONS!**



**BOYS & GIRLS CLUBS**  
OF CENTRAL WYOMING

# Attention Parents

## Summer Camp Fees:

\$75/week

\$15/day

\$770/full summer, if paid by June 15, 2019

**(NON-REFUNDABLE, NON-TRANSFERABLE)**

Fees are expected to be paid the **FRIDAY BEFORE** the week you plan to attend. Full week's payment is due no later than the **MONDAY morning** 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 preference. If a camp site reaches capacity, members without a paid reservation fee may not be allowed to attend their preferred site. This reservation 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 in to 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.*



---

Parent Signature

Date





2019 Summer Registration

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

Circle which site you wish to attend: Main Club Paradise Valley Verda James

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 Club sites will be closed July 4th in observance of Independence Day.)

ALL 11 WEEKS, JUNE 10 - AUGUST 23

Week 1, June 10 - 14 Week 5, July 8 - 12 Week 9, Aug 5 - 9
Week 2, June 17 - 21 Week 6, July 15 - 19 Week 10, August 12 - 16
Week 3, June 24 - 28 Week 7, July 22 - 26 Week 11, August 19 - 23
Week 4, July 1 - 5\* Week 8, July 29 - Aug 2

By signing below, I acknowledge that I have read and understand all of the policies and procedures pertaining to 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