

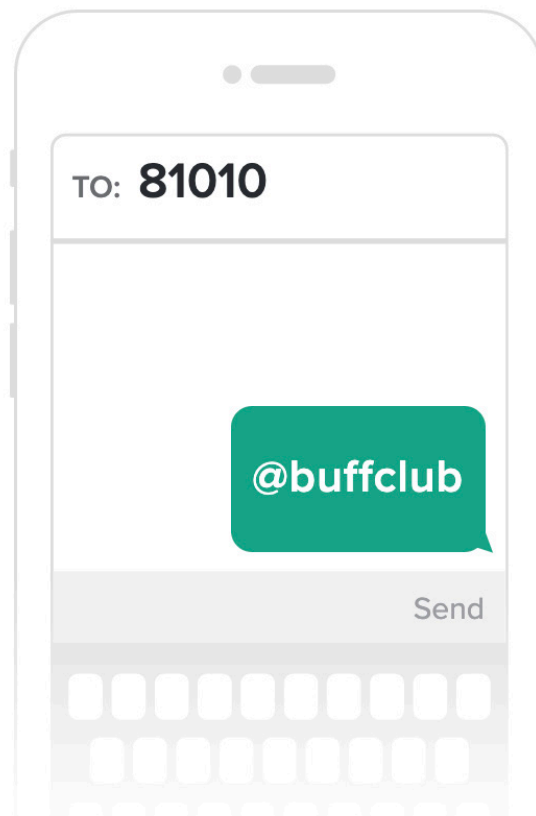


**BOYS & GIRLS CLUB
OF THE BIGHORNS**

BUFFALO

Sign up for important text alerts from Boys & Girls Club of the Bighorns.

Text @buffclub to the number 81010.
You will receive a welcome text from Remind.



If you have trouble with 81010, you can try texting @buffclub to (762) 208-4587.



Welcome to the Boys & Girls Clubs 2022 Summer Programming!

Welcome to a new summer with the Boys & Girls Club of the Bighorns! It is our pleasure to serve your children. Our summer will be full of fun and excitement! This packet provides 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 achieve this.

Available Sites

Buffalo Club

Ages Served

We serve children ages 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 (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

A payment of \$60 is required the Friday before the week your child is expected to attend.

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 \$60 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 Club that week.**

TANF scholarships are available to qualifying families.

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 \$30 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 Clubs of the Bighorns 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. COVID-19, chicken pox, cold/flu, head lice, 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. Please include alternate emergency phone numbers on membership form. Ill children 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.

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 policies do not allow for staff 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 the Bighorns 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.



Lunch/Snacks

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

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, religious creed, disability, age, political beliefs, 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: [How to File a Complaint](#), 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:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

Required Forms

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

Schedules

The Buffalo Club will be closed May 31st – June 3, and August 18, 19, 22, 2022, (unless otherwise notified), for Club maintenance and on July 4 in observance of Independence Day.

Field trips may be offered. These trips may include the library, movies, museums, nature walks, water days, swimming 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.

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

Attention Parents

Summer Camp Fees:

\$70/week

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. 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 Club of the Bighorns is operated under the
Boys & Girls Clubs of Central Wyoming.*

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 the Bighorns while your child is attending as an active member.

Parent Signature

Date



BOYS & GIRLS CLUB
OF THE BIGHORNS



2022 Summer Registration

CHILD'S NAME	GRADE (Fall)	BIRTHDATE	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: Club is closed July 4th in observance of Independence Day.)*

_____ **ALL 11 WEEKS, JUNE 6 - AUGUST 17**

- | | | |
|--------------------------------|-------------------------------|-------------------------------|
| _____ Week 1, June 6– 10 | _____ Week 5, July 5 – July 8 | _____ Week 9, August 1 - 5 |
| _____ Week 2, June 13 - 17 | _____ Week 6, July 11 – 15 | _____ Week 10, August 8 - 12 |
| _____ Week 3, June 20 - 24 | _____ Week 7, July 18 - 22 | _____ Week 11, August 15 - 17 |
| _____ Week 4, June 27 – July 1 | _____ Week 8, July 25 - 29 | |

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 _____