



**BOYS & GIRLS CLUB  
OF WOOSTER**



# Summer Camp FAMILY HANDBOOK

BOYS & GIRLS CLUB OF WOOSTER

## MISSION

To empower all young people to reach their full potential as productive, caring, and responsible citizens.

## VISION

Our vision combines the resources of our local school system, businesses, and community leaders to provide a Club experience that assures our youth graduate from high school with a plan for the future that incorporates a healthy lifestyle, good character, financial literacy and engaged citizenship.

## VALUES

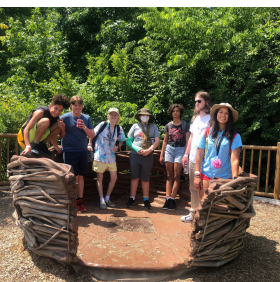
**Respect**  
for self and others

**Accountability**  
for your choices

**Commitment**  
to your future

### KEY INITIATIVES

Sustainable Funding | Quality Staffing | Membership Analytics





# INTRODUCTION

Welcome to the Boys & Girls Club of Wooster! We are excited to have your child/children as a member of the Club. This handbook is designed to be a helpful, general information guide for members and parents. Inside you will find information about the policies and procedures of the Boys & Girls Club of Wooster (BGCW). It contains rules by which the Club operates and helpful hints that will make members’ experiences more enjoyable. Each member and parent must review this handbook as a condition of membership.

The Boys & Girls Club of Wooster is a non-profit youth organization run by professional, dedicated, and caring staff who work to help children from all backgrounds. The purpose of the Club staff is to empower, support, and enrich the lives of our members so they develop the self-confidence and self-respect needed to become responsible citizens and leaders.

We look forward to building strong and lasting relationships with your family. We are dedicated to contributing to the well-being and success of your child/children by providing a safe, positive and fun environment.

## Club Location & Contact Information

📍 Location: Edgewood Middle School  
2695 Graustark Path Wooster, OH

📘 Facebook Page:  
[www.facebook.com/bgcw1](https://www.facebook.com/bgcw1)

☎ Phone:  
330-988-1616

🌐 Website:  
[www.bgcwooster.org](https://www.bgcwooster.org)

## Summer Camp - 2025 Hours & Dates

Monday - Friday 7:00am-5:30pm

Week 1	June 2-6, 2025	Jurassic Adventure	Week 5	July 7-11, 2025	Shark Week
Week 2	June 9-13, 2025	Mad Science	Week 6	July 14-18, 2025	Musical Mayhem
Week 3	June 16-20, 2025	We <3 Wooster	Week 7	July 21-25, 2025	Space is the Place
CLOSED on June 19!					
Week 4	June 23-27, 2025	Ultimate Survivor	Week 8	July 28-Aug 1, 2025	VIP Week
CLOSED week of June 30-July 4					

# MEMBERSHIP AGREEMENT AND INFORMATION

- The Boys & Girls Club of Wooster is a membership organization.
- Membership is open to all eligible youth without regard to race, color, sex, age, or national origin.
- A parent or legal guardian is required to register children.
- BGCW reserves the right to limit or reconsider membership if a child is unable to safely and successfully participate in BGCW activities, this is at the discretion of the staff with a parent/guardian meeting.
- The Club is supervised in terms of safety, citizenship, and respect for self, others and property.
- The Club reserves the right to deny, suspend or revoke membership and/or privileges with or without notice and without refund at any time the circumstances call for it.
- Acceptable standards of behavior and discipline are modeled, expected and enforced.
- BGCW is not a daycare or babysitting facility.
- Staff are not responsible for your child/children's supervision until your child/children are signed in by a staff member of the Club.
- We do not have the capacity or staff training to provide assistance for youth needing help in the bathroom, cleaning themselves or changing clothes. All members must have the ability to address these needs themselves.
- BGCW is a youth activity center that offers engaging youth development programs and should be used as such.

## WEEKLY CAMP FEES + FEE ASSISTANCE

Scholarships are built into our fee structure. If you have questions about our fee structure, please reach out to us at [membership@bgcwooster.org](mailto:membership@bgcwooster.org). Refunds will not be provided for any reason, including but not limited to: withdrawing from camp, overpayment, expulsion from camp, etc.

**PAYMENT FOR THE ENTIRE SUMMER MUST BE MADE BY MAY 12, 2025.**

**Failure to pay will result in a cancelled membership & your child(ren) will not attend camp.  
You will be notified via email.**

## CLUB PAYMENT

BGCW accepts the following forms of payments for Club fees:

**CASH**

**CHECKS: made out to Boys & Girls Club of Wooster**

**CREDIT CARD @ CLUB: New this year! We have a Chase Bank card reader that will allow you to make payments with a credit card while at Club.**

**VENMO: Use the QR code below to make payment for your child/children's summer fees.**



**venmo**

## Tax ID & Not-for Profit Status

The Boys & Girls Clubs of Wooster is a not-for-profit, 501(c3) organization as classified by the IRS. Our tax ID number is: **46-3469624**. BGCW provides receipts each time you pay. Please save your receipts for verification when you file your taxes. BGCW will provide a year-end statement of fees paid upon request. Please make this request at [membership@bgcwooster.org](mailto:membership@bgcwooster.org). You will receive a year-end statement within 72 hours of the emailed request.

# SUMMER HOURS OF OPERATION

## Sign In

- 7:00am-9:00am
- Youth are not permitted to enter the building after 9:00am.

## Sign Out

- 3:30pm-5:30pm
- All youth 13 years of age and older may sign themselves out at any time.
- All youth 12 years of age and younger must be signed out by an authorized adult. See

**Procedures for Dismissal below.**

### A NOTE IS REQUIRED 24 HOURS IN ADVANCE

- 1) if your child will arrive after 9:00am or
- 2) if you need to sign out your child before 3:30pm

We may not be able to accommodate due to field trips or other special events.

Thank you for understanding.

*\*The Club reserves the right to change its hours and days of operation based on need and/or economic circumstances. If changes occur, parents will be notified in advance. Additionally, there may be days when it is necessary to close due to unforeseen circumstances such as emergency repairs, inclement weather, etc. As soon as we confirm any of those dates, we will post notices at the Club and on our Facebook page, [www.facebook.com/bgcw1](http://www.facebook.com/bgcw1). Email notices will be sent when possible.*

## Procedures for Dismissal

Only those individuals authorized in advance by the parents will be allowed to pick up children. No child will be dismissed until signed out by the parent or other authorized adult. Parents will provide a list of people permitted to pick up children during registration and will provide any additions and/or changes in writing. **If there are legal restrictions on who may pick up your child, legal documents are required for court-ordered restrictions.** Individuals may be asked for I.D.

## Late Pick-up Policy

**Late pick up fees will be applied to any pick-ups after 5:30 pm.** The charge is \$1.00 for each minute late per child. (e.g. child picked up at 5:39 pm equals a \$9.00 per child late fee charge.) These fees may be increased and/or your child terminated from the program for repeated late pick-ups. If you have an outstanding balance from the previous month, your child may not attend Club. This policy will be strictly enforced. Your family may lose Club privileges if you are repeatedly late for pick up.

Please have a back-up plan for pick-up in case of emergency. We suggest having at least 2 additional contacts besides the primary caretaker able for pick-up. If you anticipate being late, please call the Club to let staff know you may be late.

## Club Phone

The phone at the Boys & Girls Club is a business phone. In case of an emergency, staff will call parents via the Club phone. Members will not be allowed to use the phone. Staff will also assist any member who needs to contact a parent/guardian under absolutely necessary circumstances only. Members are not allowed to call to see what time or who will be picking them up.

# POLICY AGREEMENT

Parent/Guardian support is vital to a successful membership at the Boys & Girls Clubs of Wooster. By accepting this packet of information for the Boys & Girls Clubs of Wooster, you and your child agree to follow Club rules and policies and understand that failure to abide by them could result in the termination of membership privileges from the Boys & Girls Clubs of Wooster. If termination results from failure to follow Club rules and policies, no monies or advance payments will be refunded.



## LOST & FOUND

Items found at the Club will be kept in the Lost & Found. Items will be donated to a local charity if not claimed. **Please put your child/children's name on items that they bring to the Club.**

## PERSONAL ITEMS

Any personal item that is needed for Club participation and activities should be brought in a small bag or backpack and is the responsibility of that child. Items brought to the Club should be clearly marked with their name. The Club discourages bringing any valuable items or items that are not completely necessary for Club activities. The Club is not responsible for any lost, stolen or damaged items brought to the Club.

**The following items are not allowed to be brought to the Club:**



**Cards including  
trading cards and  
Pokémon cards**



**Pillows & Blankets**



**Gaming Devices  
or Video Games**



**Personal Sports  
Equipment  
(basketballs, etc.)**



**Stuffed Animals**



**Tablets**

### **Screen Free Summer!**

Cell Phones will be collected at the beginning of the day and returned at the end of the day.

Call us at 330-988-1616 if you need to connect with your child.

If any of the above items are brought without permission from Club staff, they will be confiscated and returned to a parent or guardian and Club privileges may be suspended.

## MEDICATIONS

BGCW does not dispense medications. If your child has a condition in which medication is self-administered, special arrangements need to be made with the Club Director.

### **Illness/Injury Policy**

If a member is too ill to attend school, then they are too ill to attend the Club. If a member becomes ill while at the Club, the parent/guardian will be contacted and required to make arrangements for their child to be picked up promptly.

Many Club staff are trained in CPR and First Aid and able to handle everyday bumps and bruises. Injuries requiring first aid are documented. Should an emergency arise, staff will immediately call 911 and a parent will be notified immediately. If a parent cannot be reached, we will notify the next available emergency contact on your account. In the event that we are unable to contact anyone, we will proceed with whatever action is necessary. BGCW will not be held liable or be responsible for any fees that are incurred including but not limited to the ambulance hospital, doctor fee, etc.

### **Infectious or Contagious Illnesses and Conditions**

Please do not send your child to the Club if he or she has an infectious or contagious condition. Examples include: Pink-eye, head lice, rashes such as scabies, ringworm or impetigo, strep throat, bacterial infections, fever over 100 degrees, the flu or a positive COVID result.

### **Sunscreen**

It is recommended that parents apply sunscreen to their children before arriving at camp. In the event that your child does not have any sunscreen, your permission is required for Boys & Girls Club of Wooster to be able to provide it. We will also have aloe on hand in case of sunburn.

# SAFETY

## Appropriate Staff/Youth Interactions

Program Staff are prohibited from following any members on social media, interacting with members through interactive video games, and texting or messaging Club members through personal accounts. All staff are aware of this requirement. If a parent finds that this is happening, we request that you contact Administrative staff immediately at 330-804-0055.

## Mandatory Reporters

BGCW staff are required by law to report any suspected abuse or neglect and/or any information that a child discloses related to abuse and/or neglect. Staff are not required to inform or share disclosure with any parent/guardian.

BGCW staff will call local law enforcement if they believe based off their discretion that a child's adult pick-up is unfit to properly care for the child/children or is under improper care or control (under the influence of drugs and/or alcohol) that they may endanger the health or wellbeing of the child/children.

## Policies for the Protection of Youth

The Boys & Girls Club of Wooster has adopted the following safety policies:

- Child Abuse Prevention
- Prohibition of Private One-on-One Interaction
- Supervision & Facilities
- Screening & Onboarding
- Drug- and Alcohol-Free Workplace
- Incident Management
- Technology Acceptable Use
- Transportation
- Emergency Operations Plan

Contact the Chief Operations Officer if you would like more information.

# TRANSPORTATION

Boys & Girls Club of Wooster transports children for occasional field trips and community events.

As indicated in the membership application, the Boys & Girls Club of Wooster, and the Boys & Girls Clubs of America, their representatives, successors, insurers, assigns or any other person or entity associated with any of the above organizations such as staff, directors or volunteers, are relinquished from all liability, claims, demands or causes of action for any loss, damage, injury or death. The Boys & Girls Club also reserves the right to suspend, or permanently expel a child from being in a vehicle for safety reasons.

All members utilizing Club transportation are expected to adhere to the BGCW Club behavior policy. If policies are not followed, Boys & Girls Club of Wooster may take disciplinary action including but not limited to permanent expulsion from being in a Club-owned or rented vehicle.

Expectations include and are not limited to:

- using respectful language
- staying in your seat, seatbelt buckled, at all times
- using appropriate volume
- being kind to others
- keeping hands to yourself
- no taking photos

# PARTICIPATION/PROGRAMS

Most activities and programs are scheduled for 30-45 minutes. Members are encouraged to participate in all activities. The Club focuses on introducing children to a wide array of programs to develop the whole child. There will be activity choices for all children to choose from. Those who refuse to participate will remain with their group and sit quietly.

Membership at the Club is a privilege, and behavior that is disrespectful and potentially dangerous is not tolerated and may result in a verbal warning, time out, parent notification, suspension and even immediate suspension, especially when the safety of another member is at risk. Repeated behaviors that disrupt Club programs and/or risk the safety of others can result in expulsion from the Club.

## EXPECTATIONS OF OUR STAFF MEMBERS

- 1. Be good role models for our members.
- 2. Provide positive and supportive relationships.
- 3. Provide a safe environment in the Club and during Club activities.
- 4. Provide members opportunities to develop their skills and knowledge in academics & enrichment, health & wellness, and character & leadership development.

## EXPECTATIONS FOR OUR CLUB MEMBERS



It is the priority of BGCW to promote a fun and safe environment for all Club members, staff and volunteers. If a Club member's behavior is putting their life or another person's life in danger, all attempts at verbal de-escalation will be used to remedy the situation. If verbal de-escalation has not helped, it may become necessary to physically restrain the Club member in order to keep them safe and prevent harm. Select staff members will use the least restrictive technique necessary to end the threat of serious physical harm. Staff will immediately terminate the use of physical restraint as soon as it is determined that the Club member's life is no longer in imminent danger.

# DISCIPLINE POLICY

Safety is always the Club's primary concern.

The Club's policies and procedures are designed to facilitate effective monitoring and supervision in order to keep Club members, staff, and volunteers safe from harm, including abuse and false allegations.

Acceptable behavior is a REQUIREMENT at the Boys & Girls Club of Wooster. Any action that places our members, staff, or property in danger WILL NOT BE TOLERATED.

The Boys & Girls Clubs of Wooster strives to keep the consequences for unacceptable behavior clear, appropriate, and timely. The safety is of utmost importance to us. Our standards, along with the expectation that all members make positive choices, exist to ensure that your child and every child at the Club can safely enjoy the activities at the Club. Any member who disrupts programs or creates a dangerous situation will be disciplined appropriately. First-time offenses are never excused as such and will be based on their severity.

Our staff makes every possible attempt to resolve discipline problems in a positive and constructive manner. At times, if necessary, discipline may include being written up or suspension. If asked to come and pick up your child, you must do promptly. Children suspended or expelled for behavioral reasons will not be granted a refund.

The Club Director and Admin Staff have the power to suspend a child. Suspensions of a week or longer will require a scheduled meeting with administrative staff and parent/guardian to discuss a plan of action for behavior improvement. The Club reserves the right to request a parent/staff meeting at an earlier interval if necessary. Recommendation for expulsion can only be approved by the Chief Executive Officer.

## △ Minor Offenses

Minor offenses will be addressed with informal direction and guidance. Behavior such as running in the building, horseplay, disruptive during programs, unable to follow directions (these are offered as examples and are not meant to be an all-inclusive list). Failure of members to redirect their behavior could result in:

- △ 1st Offense: One-on-one staff /member guidance and redirection.
- △ 2nd Offense: Staff will give guidance and assign time-out from activity within area
- △ 3rd Offense: Staff will notify Club Director with removal from activity or program
- △ 4th Offense: Site Director will inform parent via Discipline Form of the incident(s) that could include: Written warning and/or suspension

*Minor offenses that repeat daily with no improvement will result in suspensions that will increase in length.*

## △ Immediate Suspension

The following behaviors may result in immediate suspension from the Club:

- Fighting
- Misuse or destruction of Club or school site equipment or property
- Accessing inappropriate or unapproved websites
- Theft or possession of stolen items
- Gambling
- Inappropriate language or gestures
- Non-contact sexual harassment or exposure
- Inappropriate touching
- Disrespecting Club member or Club staff
- Racial or ethnic slurs or taunts
- Threatening behavior – either verbal or physical

## △ Expulsion

The following behaviors will result in indefinite suspension from the Club:

- Possession of or use of fireworks, firearms, knives or any other weapons
- Threatening use of a weapon
- Hitting a staff member
- Vandalism
- Possession of or use of tobacco products, lighters, matches, alcohol, drugs, or drug paraphernalia
- Sexual misbehavior
- Continuous misbehavior