



**BOYS & GIRLS CLUB
OF WOOSTER**

Summer Camp **FAMILY HANDBOOK**

MISSION

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

VISION

With safety as our top priority, Club members will become future-ready through unique experiences, high-impact programs led by qualified staff, and committed leadership.

VALUES

Respect
for self and others

Accountability
for your choices

Commitment
to your future

KEY INITIATIVES

SUSTAINABLE FUNDING | QUALITY STAFFING | MEMBER ANALYTICS



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Club Location & Contact Information

330-988-1616

membership@bgcwooster.org

Located @ Edgewood Middle School
**2695 Graustark Path Wooster,
OH 44691**



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.

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.

📅 Summer Camp - 2026 Dates & Weekly Themes

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If the school district has make-up or teacher work days Tues & Wed, we will CANCEL Week 1. Payments will be refunded or applied to other weeks.

<input type="checkbox"/>	Week 1	June 2-5, 2026*	Superheroes & Princesses
*closed June 1 due to Teacher Work Day @ Edgewood			
<input type="checkbox"/>	Week 2	June 8-12, 2026	Welcome to the Jungle
<input type="checkbox"/>	Week 3	June 15-18, 2026 closed on Friday, June 19	Mad Science
<input type="checkbox"/>	Week 4	June 22-26, 2026	Party in the USA
closed June 29 - July 3			
<input type="checkbox"/>	Week 5	July 6-10 2026	Shark Week
<input type="checkbox"/>	Week 6	July 13-17, 2026	Wild West
<input type="checkbox"/>	Week 7	July 20-24, 2026	Summer Olympics
<input type="checkbox"/>	Week 8	July 27-31, 2026	Superstar Week

WEEKLY PROGRAM FEES + FEE ASSISTANCE

Scholarships are built into our fee structure. If you are in need of further financial assistance or have questions about our fee structure, please reach out to us at membership@bgcwooster.org.

Full Rate	\$110/week
Partial Financial Assistance	\$55/week
Maximum Financial Assistance	\$10/week

PAYMENT FOR THE ENTIRE SUMMER MUST BE MADE BY MAY 15, 2026.
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 to make a payment.



venmo

Tax ID & NonProfit Status

The Boys & Girls Club 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. You will receive a year-end statement within 72 hours of the emailed request.

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.

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, unless otherwise communicated to Club staff by an authorized adult.
- 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. 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. 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

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 to pick-up. If you anticipate being late, please call the Club to let staff know you may be late.

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.

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.

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. Members will be assigned a hook to hang their items. These areas are not secure, and 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:



Screen Free Summer!

Cell Phones will be collected at the beginning of the day and returned at the end of the day. Smart watches are permitted, but are not to be used to make calls or text while at camp. Call us at 330-988-1616 if you need to connect with your child.

If such devices are brought to Club, they are not to be used and are to be turned off and stored inside a purse, backpack, bag, etc. Devices should NEVER be taken into the restrooms. Members are not allowed to take any pictures or video of any member or staff while at the Club. Staff have the right to confiscate any device that is seen and not properly stored. The staff cannot guarantee the safekeeping of any confiscated equipment. Club privileges may be suspended. Inappropriate texting is not allowed. It will be investigated and the incident will be turned over to the proper authorities.

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's name on items that they bring to the Club.**

MEDICATIONS

If your child has a condition in which medication is self-administered (asthma inhaler, epi-pen), or if a mid-day dose of medication is required, 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. This is not only for the comfort and safety of your child, but the well-being of all our members and staff. Staff are NOT permitted to administer OTC medication to youth.

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, if needed, 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 file. It is the parent/guardian's responsibility to keep all contact and emergency information up to date with emergency names and phone numbers. In the event that we are unable to contact anyone, we will proceed with whatever action is necessary. Staff may apply emergency first aid; engage physicians of any kind, ambulance service, paramedics, or any other service deemed necessary or reasonable. 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.

EXPECTATIONS FOR OUR STAFF MEMBERS

1. Be good role models for our Club members.
2. Provide positive and supportive relationships.
3. Provide a safe environment in the Club and during Club activities.
4. Provide Club members opportunities to develop their skills and knowledge in academics & enrichment, health & wellness, and leadership & service.
5. Staff members are never permitted to communicate/interact with Club members outside of Club. Connecting with youth on social media, via text message, or through other uncontrolled and/or unsupervised platforms is prohibited.

EXPECTATIONS FOR OUR CLUB MEMBERS

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, 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.



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 certain imminent danger, all attempts at verbal de-escalation will be used to remedy the situation. If verbal de-escalation has not remedied the situation, it may become necessary to physically disengage or engage in a safety intervention in order to keep them safe and prevent harm. Select trained staff members will use the least restrictive technique necessary to end the threat of serious physical harm. Staff will immediately terminate the use of interventions as soon as it is determined that the Club member's life and safety are 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 Club 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 removal from the Club:

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

CLUB SAFETY

Appropriate Staff/Youth Interactions

Program Staff are prohibited from following any members on social media, connecting 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

TRANSPORTATION

Boys & Girls Club of Wooster transports children for occasional field trips, community events, and in the form of a shuttle to Club after school.

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

CONFIDENTIALITY AND TRUTHFULNESS OF INFORMATION

The Club only shares information about your child with staff who works directly with them. In order to ensure the safety and FUN for each of the members, we ask that you are honest in reporting all information about your child that may affect their experience at the Club so that staff may adapt to your child's needs to the best extent possible. Club staff may follow up with a Release of Information request for additional information.

POLICY AGREEMENT

Parent/Guardian support is vital to a successful membership at the Boys & Girls Club of Wooster. By accepting this packet of information for the Boys & Girls Club 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 Club of Wooster. If termination results from failure to follow Club rules and policies, no monies or advance payments will be refunded.

TECHNOLOGY ACCEPTABLE USE POLICY

An Acceptable Use Policy defines appropriate use of computer equipment and the internet for both staff and members, as approved by the Board of Directors and signed by each staff member and placed in their membership file.

Responsible Computer Use Guidelines for Members

- Boys & Girls Clubs' ("Club" or "Clubs") computer network and internet access are available to members to enhance their educational experience and help them become literate in an increasingly technological world.
- The purpose of this Acceptable Use Policy is to foster the appropriate use of that network, email and the internet. The following guidelines apply to all users, whenever they access any of the Clubs' network connections.

Educational Purpose

- The Clubs' network has been established for educational purposes limited to classroom activities, school-to-career development and scholastic research on appropriate subjects.
- The Clubs' network has not been established as a public access service or a public forum. The Club has the right to place reasonable restrictions on the material members access or post through the system. Members are expected to follow this Acceptable Use Policy (as well as other Club rules and policies applicable to members) when in the Technology Center or accessing the network.
- The Clubs' network is considered a limited forum, similar to a school and, therefore, the Club reserves the right to regulate that forum for valid educational reasons. The Club will not restrict speech on the basis of a disagreement with opinions you, the members, are expressing.
- You should expect only limited privacy with the content of your personal files on the Clubs' network. This situation is similar to the rights you have in the privacy of your locker at school.
- The Club reserves the right to search your files, if there is a reasonable suspicion you violated this Acceptable Use Policy, Club rules and policies, or the law.

Unacceptable Uses and Personal Safety

- You must not post personal contact information about yourself or other people. Personal contact information includes (but is not limited to) home, school or work addresses; telephone numbers; and email addresses.
- You must never agree to meet with someone you have met online without your parent's approval. A parent or guardian should always accompany you to such meetings.
- You must promptly disclose to a Club staff member any message you receive that is inappropriate or makes you feel uncomfortable.

Illegal Activities

- You must not attempt to gain unauthorized access to the Clubs' network, or to any other computer system through the Clubs' network. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purpose of "browsing."
- You must not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.
- You must not use the Clubs' network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco or other drugs; engaging in criminal activity; or threatening the safety of another person.

System Security

- You are responsible for your individual user account and should take all reasonable precautions to prevent others from being able to use your account. Under no circumstances should you provide your password to another person.
- You must immediately notify a Club staff member if you have identified or witnessed a possible security problem.
- Do not look for security problems, because this may be construed as an illegal attempt to gain access.

Inappropriate Use

- Restrictions against inappropriate use apply to public message, private message and material posted on web pages. Within reason, freedom of speech and access to information will be honored.
- The following are not permitted:
 - Sending or displaying unkind or offensive messages or pictures, pornography or hate literature
 - Using unkind or obscene language
 - Harassing, insulting or attacking others
 - Intentionally damaging computers, computer systems or computer networks
 - Violating copyright laws
 - Using another person's password
 - Trespassing into another person's folders, work or files
 - Intentionally wasting limited resources (i.e., distributing mass email messages, participating in chain letters, creating or participating in unauthorized newsgroups, and storing files on file servers without proper authorization)
 - Employing the network for commercial purposes, political activities or lobbying
 - Installing additional software without prior approval
 - Using portal or proxy websites
- Violations may result in the loss of access, as well as other disciplinary or legal action.

Respect for Privacy

- You must not re-post a message that was sent to you privately, without the permission of the person who sent the message.
- You must not post private information about another person.

Plagiarism and Copyright Infringement

- You must not plagiarize works you find on the internet. Plagiarism is taking ideas, writing or pictures of others and presenting them as your own. It is dishonorable, and it is a prohibited use of this facility.
- You must respect the rights of copyright owners. Copyright infringement occurs when you reproduce a work that is protected by a copyright without authorization. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. Copyright law can be confusing; therefore, if you have any questions, please ask a teacher or Club staff member.

Disciplinary Actions

- Members who violate the Acceptable Use Policy may be denied future internet and/or network privileges for a defined period of time, and may be subject to other disciplinary measures as set forth by Club policies.

WAIVERS & ACKNOWLEDGEMENTS

Behavior Policy: Our aim is to provide clear and straightforward guidance on acceptable behavior, emphasize the positive rather than the negative, and give recognition/praise whenever possible. If members conduct themselves in a disorderly fashion and disregard the Club Expectations and/or endanger the safety of themselves or their fellow members, they will receive an appropriate consequence, including removal from the program if deemed necessary. The Boys & Girls Club of Wooster does not and cannot provide a 1:1 aide for any child. We expect all Club members to Respect their CLUB: Club members, Leaders, Yourself, Boundaries.

Open Door Policy: I understand that the Boys and Girls Club of Wooster is an open door facility and open to all members during posted hours of operation. My child will be supervised while at Club. I set the boundaries and consequences if my child leaves the facility without my permission. Once a child is signed out, they will not be allowed to re-enter unless coming back from a pre-approved activity. All youth 13 years of age or older may sign themselves out at any time.

Liability Waiver: I, the parent/guardian of the child listed on this application, for ourselves, our heirs, executors and administrators, hereby release, waive, acquit and forever discharge the Boys & Girls Club of Wooster, their representatives, successors, insurers, assigns or any other person or entity associated with any of the above organizations such as staff, directors or volunteers, from all liability, claims, demands, or causes of action for any and all loss, damage, injury or death and any claim of damages resulting from the use of facilities owned or controlled by the above organizations, or participation in activities of said organizations either at or away from the Club.

Personal Property Waiver: All personal property brought into the Club by youth is the responsibility of that youth. The Boys & Girls Club is not responsible for lost, damaged or stolen items. Necessary items, such as backpacks, sweatshirts, towels, should be clearly marked with the member's name. Items that are not collected from our lost and found in a timely fashion will be donated to a local charity.

Prohibited Items Waiver: The following items are prohibited from Boys & Girls Club of Wooster programs: Weapons, gaming systems, blankets, stuffed animals, money, vapes, drugs of any kind. Prescriptions cannot be administered by staff. We are having a screen-free summer. Cell phones will be collected at breakfast and returned at 3:30pm.

Sunscreen & Aloe Waiver: By signing this waiver you give Boys & Girls Club of Wooster permission to provide sunscreen and aloe for your child. 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. Your permission is required for BGCW to provide it. IF YOUR CHILD IS ALLERGIC TO CERTAIN SUNSCREEN, YOU MUST PROVIDE YOUR OWN SUNSCREEN.

Waiver of Disability: In consideration of my child's membership and participation in the activities and program of the Boys & Girls Club of Wooster, I, as parent or guardian of named minor, my heirs, executors, administrators and assigns, waive, release, and discharge any and all rights and claims or damages against the Club and/or its sponsors for knowledge of the risks involved in said participation when my child is involved in any of the sponsored activities.

Photo Release: I hereby consent to the publication and use of my child's name and/or my child's likeness ("Likeness") for the purpose of promotion, publicity, advertising, or other manner or media by the Boys & Girls Club of Wooster ("Club"), or any other representative authorized to act on behalf of the aforementioned entity. Likeness shall include, but not be limited to, photographs, sound and/or video recordings, films, broadcasts, brochures, publications, reports, web pages, promotional materials or any other audio-visual, electronic, printed, tangible work in any media or format, now known or hereafter to become known, and/or reproductions of any of these. I agree that the actual material involved is and shall continue to be the property of the Club and that neither I, nor my child, shall have any right of review or approval regarding the use of my child's name and/or Likeness in such material.

I hereby release and hold harmless, the Club along with their respective employees, agents, affiliates, sponsors, or other representatives from any and all claims, demands, or causes of action arising out of the use of my child's name and/or Likeness, in accordance with the terms of this release. I understand and agree that neither I, nor my child, will be compensated in any way for the use of my child's name and/or Likeness by the Club.