



www.bgcgw.org

2022 SUMMER CAMP CHECKLIST
DO YOU HAVE THESE ITEMS WITH YOU?

- ☐ Copy of the physical form not more than two years old and immunization records signed by a physician (not just a copy)
- ☐ Birth Certificate (We need to see the original or a certified copy)
- ☐ (2) Emergency phone numbers and addresses besides yourself
- ☐ Doctor's name and phone number (If the child is a military dependent, provide the name of the hospital and phone number)
- ☐ Insurance Information
- ☐ Registration / Membership / Week's Payment
- ☐ All paperwork filled out **completely**

All these items are required by the State Licensing Board and **no one** will be registered without submitting all of the documents above at the time of registration.

Ages 5-17



2022 Summer Program



GREAT FUTURES START HERE.

2022 SUMMER CAMP

Boys & Girls Club
OF GREATER WASHINGTON
9501 Dean Park Ln.
Manassas, VA 20110 (703) 365-2582
www.bgcgw.org

For Office Use Only:
Start Date: _____
Termination Date: _____
Reason: _____

<u>Application</u>			
YOUTH INFORMATION			
First Name	Last Name	MI	DOB
Address	City	Zip	Phone Number
School	Grade	Age	Sex
FAMILY INFORMATION			
Mother Name:		Father Name:	
Address:		Address:	
E-mail		E-mail	
Employer		Employer	
Work Number		Work Number	
Cell Number		Cell Number	
Child live with: (please check one) <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Both <input type="checkbox"/> Other			
HEALTH INFORMATION			
Doctors Name		Phone Number	
Health Problems (if any)		Allergies	
Medications (if any)		<i>**Any Medications to be administered at our facility must be accompanied by a completed Medication Consent Form**</i>	
EMERGENCY CONTACT & PICK UP AUTHORIZATION – Other than Parents			
<i>Persons authorized to pick up child in case of emergency - ALL sections MUST have complete address information</i>			
Name:		Name:	
Address		Address	
Phone Number		Phone Number	
OTHER PERSONS ALLOWED TO PICK UP CHILD			
<i>Any person not listed will NOT be able to pick up children from our facility</i>			
Name:		Name:	
Name:		Name:	
Is there anyone legally NOT allowed to pick up your child? If so, we must have a copy of the legal paperwork on file.			
EMERGENCY MEDICAL CARE AUTHORIZATION			
I, _____ hereby authorize Funland Before & After School program staff and/or other Boys & Girls Club staff to obtain emergency medical care for my child while under their care. I also have received, read, and understand the Fun Land brochure outlining the rules and regulations of the Day Care, which my child and I will abide by.			
Parent Signature		Date	

PARENTAL AGREEMENTS

Please initial on each line for confirmation

_____ My child will obey all rules listed in the handbook and membership application while on the bus or at the club.

_____ The child day care center agrees to notify the parent(s)/guardian(s) whenever the child becomes ill and the parent(s)/guardian(s) will arrange to have the child picked up as soon as possible if so requested by the center.

_____ The parent(s)/guardian(s) authorize the child day center to obtain immediate medical care if any emergency occurs when the parent(s)/guardian(s) cannot be located.

_____ The parent(s)/guardian(s) agree to inform the center within 24 hours, or the next business day, after his/her child or any member of the immediate household has developed reportable communicate disease, as defined by the State Board of Health. All life threatening diseases which must be reported immediately.

_____ **I have received a copy of the handbook and have reviewed the rules and expectations with my child.**

Signature of Parent/Guardian

Date

PICTURE/VIDEO AUTHORIZATION

From time to time pictures are taken of the children attending our activities and on occasion are used in-house for promotional purposes.

I give permission for my child (ren)'s picture to be taken and if selected, to be used by the Prince William Boys & Girls Clubs.

Photo: YES _____ (please initial)
NO _____ (please initial)

Video: YES _____ (please initial)
NO _____ (please initial)

SUNSCREEN/REPELLENT PERMISSION

I give my child _____ permission to have sunscreen and or/bug repellent applied on any given day during our program. I understand that they will be using SPF-15 or higher.

Signature of Parent/Guardian

Date

OFFICE USE ONLY – IDENTITY VERIFICATION

Staff Initials: _____

Place of Birth

Date of Birth

Birth Certificate Number

Date Issued

Other Form of Proof

Proof of the child's identity and age may include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, copy of the placement agreement or other proof the child's identity from a child placing agency, record from a public school in Virginia, or certification by a principal or his designee of a public school in the U.S. that a certified copy of the child's birth record was previously presented. Viewing the child's proof of identity is not necessary when the child attends a public school in Virginia and the center assumes responsibility for the child directly from the school (i.e. after school program) or the center transfers responsibility of the child directly to the school (i.e. before program). While programs are not required to keep the proof of the child's identity, documentation of viewing this information must be maintained for each child.

GREAT FUTURES START *HERE.*

Infection Control Policy

It is inevitable that children will get sick, no matter where they are. As children begin to have contact with the world around them, they come into contact with viruses and bacteria that are foreign to their bodies. This is the way they build up their immunities. We cannot shield a child completely; however we do want to protect a child from an unusually high exposure to germs all at once.

In the Club setting, children are in contact with many other children. It is in this situation that the illness of one child can spread rapidly through the rest of the group and the staff as well if stringent measures to prevent this spread are not taken.

For this reason, the staff at the center will take constant precautions to prevent the spread of disease. Many common childhood diseases are contagious. They are caused by germs which may be spread through coughs, sneezes, and runny noses. Other diseases are spread through direct contact. Careful hand washing by staff and children can eliminate approximately 75% of the risk of spreading these illnesses. Other precautions include separating sick children from those who are well and working to maintain sanitary conditions throughout the center.

You, the parents, can help us in our effort to keep your children healthy. We ask for your cooperation in the following ways:

1. If your child has been exposed to any diseases listed on the accompanying chart, we ask that you notify us of the exposure within the 24 hrs or by the next business day.
2. If your child shows any of the following symptoms you will be called and asked to come immediately. If your child has any of the following symptoms at home, we ask that you keep them out of day care until the symptoms are gone or a physician says it's ok to return.

The symptoms include:

- A fever greater than 100 F
- Severe coughing-child gets red or blue in the face
- High-pitched croupy or whooping sounds after coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pinkeye – tears, redness of eye lining, followed by swelling and discharge
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Infected skin patches
- Crusty, bright yellow, dry, or gummy areas of skin- accompanied by fever
- Unusually dark, tea colored urine-especially with a fever
- Grey or white stool
- Stiff neck
- Vomiting
- Severe itching of body or scalp or scratching of the scalp

It is imperative that we all work together to keep all of the children who attend the center as healthy and happy as possible. We thank you for your cooperation.

Parent Infectious Control Policy Agreement

Child's Name: _____

I have read and understand the infection control policies, and I agree to abide by them for the protection of my child as well as the other children and staff members at the Boys & Girls Club.

Date

Signature of parent or guardian

Staff Initials

ALLOY BOYS & GIRLS CLUB'S CODE OF CONDUCT

- Play fairly and be honest.
- Bring your membership card every day.
- Be respectful of Boys & Girls Club Staff.
- Say only good things about others.
- Resolve disagreements in a positive way.
- Be respectful of other members and their property.
- Take care of your Boys & Girls Club facility and equipment.
- Avoid the use of improper language.
- Remove hats / caps before entering the building.
- Applaud the efforts of others.
- Run outside and in the gym only.
- Stay with your assigned group at all times.
- Listen when staff is talking to you.
- Dress appropriately at all times.
- Smoking, drugs, alcohol and weapons are prohibited.
- Chewing gum is not allowed. Eat and drink in designated areas only.
- While on the B&G Club's bus/van you must be seated and have a seatbelt on at all times.
- No cell phones are not allowed during summer program hours.
- After 3 incidents you are suspended from the summer program (there are offenses that can require immediate suspension – that is the decision of the Camp Director and Branch Director)
- Toys, games, etc. need to stay home. We are not responsible for lost, stolen, or broken items.
- Two week notice is required to remove your child from the summer program.
- **If a child is not picked up by 6 PM, there is a late fee. This late fee must be paid by the next business day. There is no Stay Late Policy for the Program. The child must be signed out.**
- I agree to the following summer program rules. I know that if I don't follow the rules there will be consequences for my actions.

Member's signature

Date

I acknowledge that I have read and gone over the Parent Handbook and I understand what is expected of my child(ren).

Parent's signature

Date

Parent Payment Agreement

Just a Reminder:

Payments are due the Friday before the schedule week of attendance. If the payment is not received by Friday @ 6pm, the child will not be scheduled to attend the upcoming week. **NO EXCEPTIONS.**

Thank you in advance for your cooperation.

Ms. Debbie
Branch Director

Ms. Keona
Program Director

I have read and understand the policies concerning payment procedures and agree to abide by all payment policies of the Martin K. Alloy Boys & Girls Club.

Child's Name

Date

Parent/Guardian Name

Parent/Guardian Signature



BOYS & GIRLS CLUBS
OF GREATER WASHINGTON

Closed for Federal Holiday's 2022 Schedule

Saturday, January 1st, 2022

(Observed on Friday, December 31st, 2021)

Monday, January 17th

Monday, February 21st

Monday, May 30th

Sunday, June 19th

(Observed on Monday, June 20th)

Monday, July 4th

Monday, September 5th

Monday, October 10th

Friday, November 11th

Thursday, November 24th

Friday, November 25th

Sunday, December 25th

(Observation on Monday, December 25th)

New Year's Day

Dr. Martin Luther King, Jr. Day

President's Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Indigenous Peoples' Day

Veterans' Day

Thanksgiving Day

Day after Thanksgiving Day

Christmas



REQUIRED FOR OUR PARENTS

Sign up for important updates from TEAM ALLOY!

Get information for **Martin K Alloy Boys & Girls Club** right on your phone—not on handouts.

Pick a way to receive messages for **BGC Manassas**:

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/bgcman

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



B

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

Text the message [@bgcman](#) to the number **81010**.

If you're having trouble with **81010**, try texting [@bgcman](#) to **(650) 250-0257**.

** Standard text message rates apply.*



Don't have a mobile phone? Go to rmd.at/bgcman on a desktop



Dear Parents/Guardians,

Due to the recent spike of Covid-19 cases The Boys & Girls Clubs of Greater Washington would like to reiterate that all Club Members are required to wear their masks appropriately, covering both their mouth and nose, at all times, in all rooms, including the gym, unless they are eating/drinking while socially distancing themselves from one another. We know that wearing a mask all day may be uncomfortable however, these regulations are put in place to ensure the safety of your Club Member.

Therefore, if a Member struggles with keeping their mask on, covering both their mouth and nose, or refuses to keep their mask on and Club Staff have to consistently remind the Member to keep their mask on both their mouth and nose that Member may receive a disciplinary write up. If the Member receives two or more consecutive disciplinary write ups regarding their difficulties wearing a mask appropriately, then that Member may be suspended or even expelled from our program.

The health and safety of your Member is our number one priority, and we are committed to protecting them by continuing to take the everyday preventative measures; taking Member's temperatures upon entering the building and again in the afternoon, asking guests/parents/guardians to wait in the lobby instead of coming inside, implementing socially distanced group games and activities, requiring Members to thoroughly wash their hands numerous times a day, and disinfecting Club equipment.

It is also imperative that you, the Parents/Guardians, also stress upon your Club Member the importance of washing their hands numerous times a day, socially distancing themselves from other Club Members especially when they are eating, and wearing a mask appropriately, covering both their mouth and nose all day, in every room, including the gym.

You can also use mnemonic devices to help your Club Member remember to wear their mask properly, wash their hands consistently, and socially distance themselves from one another. Here are a few examples:

- I.C.S - I will wash my hands often
Cover my mouth and nose with a mask and
Socially distance myself from others
- "Beep Beep 6 Feet!" - A catchy phrase to remind members to socially distance themselves from one another
- Singing the Alphabet or Happy Birthday - Singing the Alphabet song or the Happy Birthday song is a mnemonic device that will give your Club member something fun and silly to do while they are washing their hands but it is also a way to make sure your Club member washes their hands for at least 30 seconds or more

UPDATED BGCGW Positive Cases/Exposure Protocols January 2022:

Members positive COVID Testing – 10-day quarantine without test to return if symptoms are not present.

Members' exposure to COVID – 5-day quarantine without test to return OR can test earlier to return as long as symptoms are not present.

We will follow these guidelines diligently to stop the spread of Covid-19. We thank you in advance for your cooperation.

Parent signature _____

Date _____

Club Member Signature _____

Date _____

Director Signature _____

Date _____

Online Portal

Important

*Your child **MUST** be in our online system before first day of attendance*

Please follow instructions below:

MYCLUBHUB

New Account Instructions

<https://bgcgw.force.com/portal/s/>

1. Click on NEED A LOGIN
2. Complete required parent information then submit
3. Check your email for link to create password
4. Log back into parent (URL link above)
5. Click on BROWSE MEMBERSHIPS
6. Choose your site and save location
7. Click on your Club's Annual Membership
8. Choose your membership type (Youth or Teen)
9. Click CREATE NEW CONTACT (can create multiple contacts for multiple children if under the same membership type)
10. Enter information, save, and select child (ren), click next
11. Enter Member/Household Information, Click Finish
12. Click PAY NOW
13. Click MAKE PAYMENT and complete check out process

Assistance Needed? Contact Us!

Phone: 202.510.4022

Email: mch@bgcgw.org



ALLOY DISCIPLINE POLICY

The Martin K. Alloy Boys & Girls Club holds the right to suspend/expel your child (ren) after 3 written incident reports.

****PLEASE NOTE: SUSPENSIONS/EXPULSIONS CAN BE GIVEN WITHOUT MULTIPLE WRITTEN INCIDENT REPORTS DUE TO THE SEVERITY OF THE INCIDENT(S).**

**DISCIPLINARY
PROCEDURES**

Discipline Policy

The policy states that if a child receives three (3) incident reports for hitting, fighting, bullying, as well as any use of inappropriate language, being disrespectful and any appropriate touching of a Staff or Club member(s), then he/she will be suspended from the Club. Suspensions could range from 1-3 days or being expelled from the Club, as well as other Clubs within BGCGW.

Parents, please speak with your child (ren) about his/her behavior while attending the Boys & Girls Club. Thank you!!

Child(ren) Names

Parent/Guardian Signature

Parent/Guardian Printed Name

Date