



**BOYS & GIRLS CLUBS
OF GREATER WASHINGTON**

Prince William County/Manassas Branches

Summer Camp 2022

Martin K. Alloy Club Handbook

ALLOY BRANCH:

9501 DEAN PARK LANE

MANASSAS, VA 20110

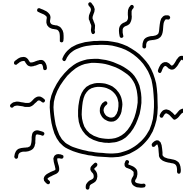
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Branch Director – Ms. Deborah Colston

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Program Director— Mr. Keona Staton

kstaton@bgcgw.org



SAFETY FIRST

<https://bgcgw.org/clubs/the-martin-k-alloy-boys-girls-club-of-manassas/>

Health Guidelines COVID-19

Due to the changes in our country, we are taking extra safety steps and precautions, to insure the well-being of good health for our club members, as well as our staff. It is imperative that we all work together and follow the procedures of what is recommended by the CDC and the Virginia State Governor. Please be advise of the following:

1. Upon arrival each child will have their temperature taken before parent/guardian departs.
Temp NO higher than 99.0
2. No Parent will be allowed to enter the club. Your child will be let in by a staff member and released at pick up by a staff member.
3. Each member and staff will wash their hands once they have entered the building.
4. At any point a child may feel sick or not engaging due to health, we will take their temperature and call the parent/guardian immediately.
5. If a club member temperature reaches 100 degrees F., they will have to leave the club within an hour that temperature was taken.
6. During the various rotations throughout the day, all areas will be sanitized thoroughly and all persons, club members and staff will wash their hands.
7. Social Distancing will be enforced. This is a new process that we are all adjusting to, however, it can be done and our summer will still have lots of fun.

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.

If there any additional changes you will be notify as soon as possible.

Hours of Operation:

Monday—Friday ~ 6:00 am- 6:00 pm

Ages Served:

Serving Ages 5 through age 17.

Grades: Kindergarten through 12th.

SO MUCH FUN!

Rooms Include:

* Computer Lab * Art Room * Learning Center *
Teen Room * Pre-Teen Room * Game Room * Gym *
Nature & Science * Video Games * **AND MUCH
MORE!**

Schedule Includes:

- Physical movement (Daily)
- Crafts
- STEM
- Art
- Water Play (Weekly)
- Field Day With Games & Activities
- Days in the Club With Rotating Programs

****Due To The Pandemic With COVID-19. Parents and/or
Guardians are not permitted in the building.****

**It is required that parents/guardians notify the
Camp Director when your child will NOT be in
attendance.**

Trips, Attire, & In House Events

FIELDTRIPS

Clothing

For safety reasons, it is mandatory that children wear their camp shirt on days that we have Special Guest/Events in house. One shirt will be provided. Shirts must be worn on Water Splash days. The child shirt is their identity when they are in the care of the Club. The discretion is that of the Branch Director and/or the Camp Director.

It is mandatory that all members wears tennis shoes or closed toe shoes as activities may change. No opened toed shoes are allowed, outside of pool trips. Please remember to pack dry change of clothing on Water Splash Days.

Special Events/Guest

We will have various in-house events and special guest to substitute for our field trips. Photos and videos will be taken during each event. Please remember to dress your child in their summer camp shirt. Please complete the attached form for each child, giving authorization for photo and video release.

****Some Fees May Apply For Certain In House
Special Guest****

Pricing & Fees:

MEMBERSHIP FEE (REQUIRED):

\$50 (ages 5-12); \$25 (ages 13-up)

Weekly Summer Camp Fee: \$100 (no sibling discount).

ALL PAYMENTS MUST BE COMPLETED THROUGH OUR MY CLUB HUB ONLINE PORTAL.

Please take your receipts for your records as we do not send out end-of-the-year statements. We will provide our Tax ID number at tax time.

AFTER 6:30PM LATE FEES ARE AS FOLLOWS:

6:00 - 6:16	\$15.00
6:17 - 6:31	\$30.00
6:32 - 6:47	\$45.00

NO ONE IS EXEMPT FROM THIS POLICY.
LATE FEES WILL BE DUE THE NEXT DAY.
IF THE FEES ARE NOT RECONCILED,
YOUR CHILD MAY NOT BE DROPPED OFF.

Sign In /Out Policy:

Parental Responsibility

Please notify us immediately via email if your child will not be attending so that we can plan accordingly.

All parents/guardians dropping off in the mornings **MUST scan the QR Code to complete the daily health screenings. Please wait for your child to have their temperature checked and cleared prior to your departure.**

Once your child is signed in, they must stay with the staff and may not leave the Club. We require written authorization for anyone, other than a parent, to sign your child out. Please email us if there is someone picking up, who is not listed under authorized persons.

We must have a copy of the court order agreement for anyone who is not permitted to pick up your child by law.

Proper photo identification is required each and every time your child is signed out.

If your child has not been picked up by 6:50 pm, the police will be called to transport them home. Only **EXCEPTION** is if the parent has communicated with one of the Directors that you will be running late or someone is in route to pick up the child. LATE FEES WILL APPLY!

Lunch & Snacks

We will provide free Lunch and PM Snack to all children enrolled in summer camp. However, if you know that there is something that your child(ren) will not eat from the Menu, please see the following:

Parents should assist their children in packing a well-balanced lunch. State Licensing recommends juice and water (instead of soda), veggies, fruits, a sandwich, and a light snack.

Refrigerators and microwaves are not available. We suggest using an insulated bag with a coolant; as well as a thermos for their warm food. Please label lunch bags to prevent confusion.

Rules & Regulations:

- Loud, abusive, or aggressive language or behavior will not be tolerated while at the Boys & Girls Club or at Club sponsored activities. Senior staff reserve the right to send members home at any time due to a violation of the rules.
- No smoking is permitted in or around the Boys & Girls Club.
- No eating or drinking except in designated areas.
- No chewing gum allowed.
- Shoes and shirts are to be worn at all times. *No open toed shoes.* Pants must be worn on the waist completely covering undergarments.
- Entry and exit of the building must be made through the designated entrance/exit. All children must be signed in and out each day.
- No glass bottles are allowed in the building at any time.
- No items that may cause harm or injury to anyone are not allowed
- No running in the building, unless in the gym.
- Basketballs may not be bounced outside the gym. Basketballs are provided, please leave your personal basketballs at home.
- Youth are not permitted to use cell phones in the Club.
- All toys, electronics, cell phones and excessive amounts of money should be left at home.
- **The Boys & Girls Club is not responsible for any items which are lost, broken or stolen at the Club. All items should be clearly marked with your child's name.**

Dress Code:

- Underwear is to be completely covered
- Halter, midriff, bikini tops, short shorts, etc. and/or any "see through" clothing are not permitted.
- Clothing may not make reference to drugs, alcohol, tobacco products, sex, violence, injury, death, contain vulgar, offensive messages.

Forms of Discipline :

~Time Out ~Loss of activity ~ Clean up duty ~ Incident Reports ~ Suspension or Expulsion

If there is any type of fighting or injury to another child, the parents may be called and asked to come in for a meeting with the Director. All decisions are at the discretion of the Directors. Automatic suspension will occur if an incident is repeated after a prior suspension.

The following are reasons for immediate suspension: ~ Fighting ~Stealing ~Bullying ~Calling 911(prank) ~Assaulting a staff member ~Having pepper spray, firecrackers, alcohol, inappropriate use of computers, drugs* or weapons*

*If drugs or weapons are found, both parent & police will be called and the child must be picked up immediately. Any form of fighting or bullying will not be tolerated; in the event of such occurrence that produces even minor injury, the parent will be required, by State regulations, to meet with the Director for mediation.

Expulsion

Children who have constant discipline problems and/or are abusive to others will be terminated. Once a child receives 3 incident reports, he/she will be suspended. Children may be suspended or expelled with less than 3 incident reports if the situation warrants (i.e.: fighting and/or hitting). Children will also be terminated for lack of payment.

The Boys & Girls Club is NOT responsible for lost, broken, or stolen articles.

PARENT HANDBOOK
AGREEMENT SUMMER CAMP
2022

I, _____ agree and comply with the policy's and regulations
Please Print Name

that are identified the Parent Handbook Summer Camp 2020. If there is anything that I do not understand and need clarity on, I will speak with someone from the Management Team. I understand, the information that is given in the handbook, is to keep the children and staff safe and healthy. I understand that at any time, when anyone of the rules or policies are violated, there will be a conversation with the parties involved. Depending on how severe the situations are, some may result in removal of the child (ren) involved.

By signing this form, I agree with what is stated in the Parent Handbook.

Parent's Signature

Date

Management Signature

Date