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**2023 SUMMER CAMP**

**PARENT HANDBOOK**

**COVID-19 Health Guidelines**

We will continue to take extra safety precautions for the well-being of our campers, as well as our staff. It is imperative that we all work together and follow the procedures. Please be advised of the following:

1. Each camper and staff will wash their hands once they have entered the building.
2. At any point your child may feel sick or not engaging, we will take their temperature and call the parent/guardian immediately.
3. ***If a child’s temperature reaches 100 degrees F., they will have to leave the club within an hour of that temperature being taken.***
4. During the various rotations throughout the day, all areas will be sanitized thoroughly and all persons, club members, and staff will wash their hands.

***Members positive COVID Testing – 5-day quarantine without a test to return if symptoms are not present.***

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

***If there are any additional changes you will be notified as soon as possible.***

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| **MARTIN K. ALLOY BRANCH**  9501 DEAN PARK LANE  MANASSAS, VA 20110  PHONE: (703) 365-2582  **Camp Director – Ms. Tiffanie Toliver**  [ttoliver@bgcgw.org](mailto:ttoliver@bgcgw.org)  **Branch Director — Ms. Deborah Colston**  [dcolston@bgcgw.org](mailto:dcolston@bgcgw.org)  <https://bgcgw.org/clubs/the-martin-k-alloy-boys-girls-club-of-manassas/> |

**BREAKFAST, LUNCH AND SNACK**

We will provide free ***Breakfast and Lunch*** to all children enrolled in summer camp. However, if you know that there is something that your child will not eat from the posted Menu, please assist your children with 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 warm food.***

***Please label lunch bags to prevent confusion.***

**OUR MISSION STATEMENT**

Help boys and girls of all backgrounds, especially those who need us most, build confidence, develop character and acquire the skills needed to become productive, civic-minded, responsible adults.

**WELCOME**

We want to personally thank you for choosing the Martin K. Alloy Boys & Girls Club of Manassas for your child’s 2023 summer camp FUN. Please read this handbook in it’s entirety. We are here to serve your family and to make sure we are providing the ultimate experience:

* **Safe, positive environment** (Camper’s will feel physically and emotionally safe)
* **Fun** (Counselors will create a welcoming, positive environment that allows members to engage in play)
* **Supportive Relationships** (Camper’s will have a sense of belonging)
* **Opportunities and Expectations** (Counselor’s will consistently communicate expectations)
* **Recognition** (Camper’s achievements and accomplishments will be recognized and validated)

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| **CAMP RATES:**  **Annual Membership fee**  **$50 (ages 5-12); $25 (ages 13-up)**  ***(This fee is waived if your child has Anthem HealthKeepers Plus or United Healthcare Community Plan or one or both parents/guardians are Active Duty, Reserve or Guard).***  $150 – Youth (5-13 year old)  $130 Sibling Discount  $50 – Teen (14-18 year olds)  ***ALL PAYMENTS MUST BE PROCESS VIA MY CLUB HUB (MCH) ONLINE PORTAL ON THE FRIDAY PRIOR TO ATTENDANCE.***  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 6:00 PM LATE FEES ARE AS FOLLOWS:**  **6:00 – 6:15 $15.00**  **6:15 – 6:30 $30.00**  **6:30 – 6:45 $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 AND 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! |

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| **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.     **Summer Camp Orientation:**  Parent/Guardians must attend one (1) orientation prior to the start of camp. This may be in the form of in-person or virtual.  **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 items.*** |

**2023 SUMMER CAMP   
PARENT HANDBOOK**

**AGREEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree and comply with the policy’s and regulations that are identified the 2023 Summer Camp Parent Handbook. If there is anything that I do not understand and need clarity on, I will speak with someone from the ***Management Team (Camp Director, Branch Director or Program Director).*** I understand, that I must attend a “Parent Orientation”, prior to the start of camp. 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.

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Parent’s Signature Date

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Management Signature Date