



**BOYS & GIRLS CLUBS
OF GREATER WASHINGTON**

Prince William County- General Heiser Club

www.bgcgw.org

SUMMER CAMP 2024!

PARTICIPATION REQUIREMENTS CHECKLIST

- ❑ Age Restrictions: Camp participants must be between ages 5-17
- ❑ Physical Form: may be up to 2 years old; signed by a doctor
- ❑ Immunization Records: may be up to 2 years old; signed by a doctor
- ❑ Birth Certificate: original or certified copy accepted
- ❑ Emergency Contacts: full name; full address, phone number
- ❑ Physician's Info. (non-military dependent): name; phone number
- ❑ Physician's Info. (military): name of hospital; phone number
- ❑ Insurance Cards: Must be up to date
- ❑ Registration: full registration requirements must be completed to participate
- ❑ Camp Rates: Annual Membership Fee \$50 (ages 5-13); \$25 (ages 14-up)
(The membership fee is waived for youth with Anthem HealthKeepers Plus or United Healthcare Community Plan or one or both caregivers are Active-Duty Military, Reserve, or Guard, or if you live in the incorporated Town of Dumfries. Please see the front desk for assistance).
- ❑ Summer Camp Registration Fee: \$50 per family; \$150/week per child with a \$130 sibling discount available for ages 5 -13 Teens ages 14-18 are eligible for a discounted rate of \$50.
- ❑ Membership: My ClubHub requirements completed
- ❑ 1st Week's Summer Camp Tuition: Must be paid 1 week in advance

GREAT FUTURES START HERE.

SUMMER CAMP 2024!



PWC-General Heiser Club

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

Application			
YOUTH INFORMATION			
First Name:	Last Name:	MI:	D.O.B.:
Address:	City:	Zip:	Phone #:
School:	Grade:	Age:	Sex:
CAREGIVER INFORMATION			
Mother Name:		Father Name:	
Address:		Address:	
Cell #:		Cell #:	
E-mail:		E-mail:	
Employer:		Employer:	
Work #:		Work #:	
Child lives with: (please check one) <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Both <input type="checkbox"/> Other			
HEALTH INFORMATION			
Doctor's Name:		Phone #:	
Medical Conditions:		Allergies:	
Medications:		<i>*A completed Medication Consent Form is required for staff to distribute medications.</i>	
EMERGENCY CONTACT & PICK-UP AUTHORIZATION – Other Than Legal Caregivers			
<i>Persons authorized to pick up child in case of emergency - ALL sections MUST have complete address information</i>			
Name:		Name:	
Address:		Address:	
Phone #:		Phone #:	
ADDITIONAL INDIVIDUALS ALLOWED TO ACCESS CHILD			
<i>Only the additional individuals listed below are authorized to access the child enrolled in Summer Camp 2024.</i>			
Name:		Name:	
Name:		Name:	
<i>Please provide a copy of legal documentation for individuals prohibited from contact with your child.</i>			
EMERGENCY MEDICAL CARE AUTHORIZATION			
I, _____, grant permission for the staff of Bright Futures Summer Camp Program and/or other Boys & Girls Clubs personnel to secure emergency medical treatment for my child while in their care.			
Caregiver Signature: _____			Date: _____

FIELD TRIP PERMISSION SLIP/CAREGIVER AGREEMENTS

I _____, the parent of _____, give him/her permission to be transported by the staff of the General Heiser Boys & Girls Club to participate in field trips such as, but not limited to the following: swimming, bowling, putt-putt golf, skating, parks, museums, amusements parks, etc. I agree to discuss the field trip and transportation safety rules with my children while, so they will fully understand what is expected of them. I also understand that there are consequences for bad behavior and that my child's privileges can be taken away.

Transportation and Field Trip Guidelines:

- ✓ Always remain seated and use a seatbelt.
- ✓ Follow all directions from staff.
- ✓ Stay with your assigned group and chaperone.
- ✓ Avoid using inappropriate language and gestures.
- ✓ Wear the designated Club T-shirt.

_____ 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 caregiver(s) whenever the child becomes ill and the caregiver(s) will arrange to have the child picked up as soon as possible if so, requested by the center.
 _____ The caregiver(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 caregiver(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 communicable disease, as defined by the State Board of Health. All life-threatening diseases must be reported immediately.
 _____ I have received a copy of the handbook and have reviewed the rules and expectations with my child.

Swimming Ability:

_____ Non-Swimmer _____ Beginner _____ Intermediate _____ Advanced

PHOTO/VIDEO CONSENT

For internal promotional reasons, occasionally, we take photos of children participating in our activities.

I consent to the capturing of my child's photo/video image to be used by Prince William County Boys & Girls Clubs.

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

SUNSCREEN/REPELLENT PERMISSION

I permit my child, _____, to receive SPF-15 or higher applications of sunscreen and/or bug repellent as needed during the program.

 Signature of Caregiver

 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.



BOYS & GIRLS CLUBS
OF GREATER WASHINGTON

Special Needs Identification Sheet

Attention Caregivers,

To best support the success and wellbeing of all our youth, we kindly ask you to provide information regarding your child's documented special needs via an Individualized Education Program (IEP) or 504 Plan. We appreciate the information you provide as it allows us to learn more about what is necessary to meet your child's needs and support their success.

Does your child have a documented special need via an Individualized Education Program (IEP) or 504 Plan?

(Please check one.) Yes No If yes, please provide details:

Disability/Disabilities Identified:

Accommodation(s) Identified:

** Please attach a copy of the child's IEP or 504 Plan if available.*

I acknowledge that the special needs information provided is accurate to the best of my knowledge.

Child's Name: _____ Age: _____

Caregiver Signature: _____ Date: _____

SUMMER CAMP 2024!

Caregiver Summer Camp Orientation Agreement

Please carefully review and adhere to the following guidelines and expectations outlined below for the duration of your child's participation in our summer camp program. Your cooperation helps contribute to a safe and enjoyable experience for all campers.

Safety Items:

- The Club will only permit authorized access to children according to policy.
- Sign-in and sign-out must be done in person. There will be no exceptions to this policy.
- Open-toed shoes are not allowed, except for when at a waterpark/swimming pool.
- Smoking, vaping, or drinking is prohibited on Club property, including the parking lot.

Conflict Resolution:

- Report any concerns about camper behavior to the Camp Director.
- Confronting a camper who isn't your child can result in legal action and being barred from Club.
- "Self-defense" does not apply if members' verbal engagement escalates into a physical altercation.

Property:

- The Club is not liable for lost, damaged, or stolen items.
- Caregivers are responsible for damage caused by their child to Club property or another child's belongings.

Food:

- The Club will provide a free afternoon snack. Caregivers are responsible for providing a healthy breakfast and lunch for their child.
- For safety and health reasons campers won't be allowed access to refrigerators or microwaves. Staff will not be permitted to use refrigerators or microwaves for campers.

Drop Off/Pick-Up:

- Camp hours: 6:00 am - 6:00 pm. A late pick-up fee of \$15 per child per quarter hour applies after 6:00 pm. (example: 6:01 pm – 6:15 pm = \$15)
- Club staff will contact law enforcement authorities for youth not picked up by 7:00 pm.

Fees/Payments:

- Payments cannot be transferred to other weeks and no refunds will be issued.
- Weekly payments must be made by the preceding Thursday before 5:00 PM to ensure field trip participation.

Mobile Devices:

- Cell phones and mobile devices use are prohibited during camp.
- Caregiver/child communication will be facilitated via Club phones as deemed necessary.
- Club staff are authorized to confiscate mobile devices according to policy.

I acknowledge that I have read and understand this Caregiver Summer Camp Orientation Agreement.

Child's Name: _____

Caregiver's Signature: _____ Date: ____/____/____

SUMMER CAMP 2024!

Caregiver Summer Camp Member Behavior Agreement

Please carefully review the following summer camp member behavior guidelines and expectations and remind your child to adhere to them. Your support helps contribute to a safe and enjoyable experience for all campers.

Personal Responsibility:

- Be a positive role model for other members.
- Adhere to Club rules, guidelines, and expectations for all activities and programs.
- Accept responsibility for your actions and their consequences.

Respect for Others:

- Respect the Club, Club property, other people and their property, treating them with care and kindness.
- Treat all members, staff, and volunteers with respect, kindness, and dignity.
- Listen and follow directions from staff members and volunteers.
- Use appropriate and positive language, no offensive language, profane words or vulgar gestures.
- Respect others' opinions during discussions and activities.

Safety & Well-Being:

- Participate in activities safely and responsibly.
- Inform staff immediately of any health issues or concerns that may affect participation in activities.
- Refrain from verbal or physical fighting, bullying, or any form of physical or emotional harm to others.
- Open-toed shoes are not allowed, except for when at a waterpark/swimming pool.

Conflict Resolution:

- Inform staff of conflicts with other campers. Do not confront another camper about a conflict.
- "Self-defense" does not apply if members' verbal engagement escalates into a physical altercation.

Property:

- The Club is not liable for lost, damaged, or stolen items. Leave valuable items at home.
- Possession or use of alcohol, drugs, tobacco, or weapons of any kind is prohibited.

Food/Drinks:

- Campers are to only consume food and drink in designated locations.
- For safety and health reasons campers won't be allowed access to refrigerators or microwaves. Staff will not be permitted to use refrigerators or microwaves for campers.

Mobile Devices:

- Cell phones and mobile devices use are prohibited during camp.
- Caregivers/child communication will be facilitated via Club phones as deemed necessary.
- Club staff are authorized to confiscate mobile devices according to policy.

I acknowledge that I have read and understand this Caregiver Summer Camp Member Behavior Agreement.

Child's Name: _____

Caregiver's Signature: _____ Date: ____/____/____

SUMMER CAMP 2024!

Caregiver Summer Camp Mobile Device Agreement

Please carefully review the following summer camp member mobile device guidelines and expectations and remind your child to adhere to them. Your support helps contribute to a safe and enjoyable experience for all campers.

Prohibited Use:

To encourage face-to-face interaction, participation in activities, and to prevent distractions and the sharing of inappropriate content, mobile device use is prohibited during summer camp.

Storage:

Campers are required to turn off their mobile devices upon arrival and store them in a designated area or keep them in their backpacks or other approved location.

Emergency Communication:

In case of an emergency/urgent need to communicate with a camper, caregivers are instructed to contact the Club's main office via the landline numbers provided. Staff will facilitate communication between caregivers and their children.

Enforcement and Consequences:

Camper violation of this policy will result in confiscation of the mobile device. The device will be securely stored and returned at the end of the day. Failure to surrender mobile device will result in disciplinary action.

Repeated violations will result in further disciplinary actions that could include Club Suspension.

Exceptions:

Exceptions to this policy may be granted for educational purposes or specific activities under direct supervision. Any exception must be pre-approved by a Club Director.

I acknowledge that I have read and understand this Caregiver Summer Camp Mobile Device Agreement.

Child's Name: _____

Caregiver's Signature: _____ Date: ____/____/____

Infectious Diseases Control Policy Agreement

Children will inevitably get sick, no matter where they are. As children begin to have contact with the world around them, they will 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 our club members from unusually high exposure to germs all at once.

In the Club setting, Club members are in contact with many other children. It is in this situation that the illness of one member 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 caregivers, 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 24 hours 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 daycare until the symptoms are gone or a physician says it's ok to return. The symptoms include:
 - A fever greater than 100 F
 - Vomiting
 - Diarrhea
 - Sore throat and/or trouble swallowing.
 - Running nose (yellow, green and/or brown discharge)
 - Pinkeye – tears, redness of eye lining, followed by swelling and discharge.
 - Severe coughing-child gets red or blue in the face
 - High-pitched croupy and/or whooping sounds after coughing
 - Stiff neck
 - Difficult or rapid breathing
 - Yellowish skin or eyes
 - Unusual spots or rashes
 - 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
 - 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.

I have read and understand the infectious diseases 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 Boys & Girls Club.

Child's Name: _____

Caregiver's Signature: _____ Date: ____/____/____



BOYS & GIRLS CLUBS
OF GREATER WASHINGTON

SUMMER CAMP 2024!

Caregiver Summer Camp Payment Agreement

**ABSOLUTELY NO CASH, CHECK AND/OR MONEY ORDER PAYMENTS!
PLEASE PLAN ACCORDINGLY...NO REFUNDS.** Payments are made online.
Please register and pay tuition via <https://bgcgw.force.com/portal/s>.

Payments are due the **THURSDAY** before the scheduled week of attendance. If the payment is not received by **THURSDAY @ 5:00 pm**, field trips are not guaranteed. A late fee of \$10 will be applied and must be paid at the front desk

Weekly fee \$150/\$130 sibling ages 5-13 years old (circle the rate)

Weekly Teen fee \$50 for ages 14 & up

Monthly DSS Copayment \$_____

Thank you in advance for your cooperation.

Ms. Loni Payton
Daycare Director

Ms. Traci Ali
Asst. Daycare Director

Ms. Judy Moore
Branch Director

I have read and understand the policies concerning payment procedures and agree to abide by all payment policies of the Bright Futures Summer Camp Program- General Heiser Boys & Girls Club.

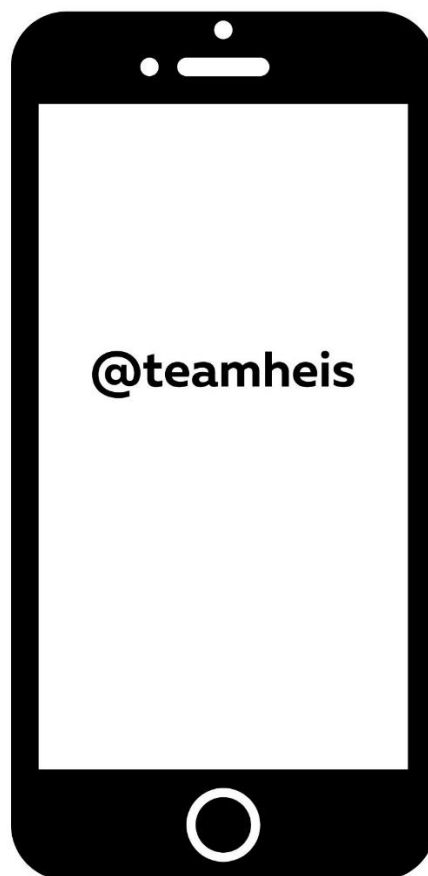
Child's Name: _____

Caregiver's Signature: _____ Date: ____/____/____

REQUIRED FOR OUR CAREGIVERS

Sign up for important Summer Camp updates from TEAM HEISER!

Get information for **General Heiser Boys & Girls Club** right on your phone—not on handouts



ONLINE PORTAL

Important

*Your child **MUST** have an active membership before attending Summer Camp*

Please follow instructions below:

MYCLUBHUB

New Account Instructions

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

1. Click on NEED A LOGIN.
2. Complete the required parent information then submit.
3. Check your email for a link to create a password.
4. Log back into the parent (URL link above).
5. Click on BROWSE MEMBERSHIPS.
6. Choose your site and save location (*GENERAL HEISER BGC*)
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