



BOYS & GIRLS CLUBS
OF GREATER WASHINGTON



2026-2027 CLUB MEMBER/CAREGIVER HANDBOOK

Adventureland Hylton Boys & Girls Club

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Branch Director — Ms. Keona

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Welcome to the Hylton Boys & Girls Club!

We want to express our sincere gratitude for choosing Hylton Boys & Girls Club for your child's 2026-2027 School Year! Please take the time to thoroughly review this handbook. Our dedicated team is committed to serving your family and ensuring that we deliver the ultimate Club experience that includes:

- ✓ **Safe, Positive Environment** (Member's will feel physically and emotionally safe)
- ✓ **Fun** (Staff will create a welcoming, positive environment that allows members to engage in play)
- ✓ **Supportive Relationships** (Member's will feel a sense of belonging)
- ✓ **Opportunities & Expectations** (Staff will provide opportunities and expectations)
- ✓ **Recognition** (Staff will intentionally recognize member's achievements and accomplishments)

OUR MISSION STATEMENT

We exist to 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.

Introduction

This Handbook is designed to inform members and caregivers of the policies and procedures of the Boys & Girls Clubs of Greater Washington (BGCGW). It contains guidelines by which the Club operates and helpful hints that will make everyone's experience more enjoyable. Each member and caregiver should review this document carefully to be well-informed of the Club expectations.

BGCGW is a non-profit youth organization that seeks to help members from all backgrounds develop the qualities needed to become responsible citizens and leaders.

The purpose of the Club is to promote character development in young people by instilling a sense of competence, usefulness, belonging and influence with each member.

Enrollment

Club Orientation:

Caregiver must attend one (1) orientation prior to the start of attending our programming. This may be in the form of in-person or virtual. Registration and payment must be completed in person at the Club. All registration forms must be completed in full or will not be accepted. BGCGW Clubs are open to all youth without regard to race, color, religion or national origin.

Fees

CLUB RATES: Annual Membership Fee \$50 (ages 5-12); \$25 (ages 13-up)

(The membership fee is waived if your child has Anthem HealthKeepers Plus or United Healthcare Community Plan or one or both caregivers/guardians are Active Duty, Reserve or Guard).

Club Registration Fee: \$60 per family

Daycare Rates \$115 a week Before & After Care per member (\$95 weekly member rate sibling discount)

\$65 a week Before Care Only

\$80 a week After Care Only

\$30 for All-Day Daycare for those members in Daycare that attend Before Care Only or After Care Only

Spring Break Camp Rates:

\$160 per child with a \$140 Sibling Discount available for children ages 5 (kindergartener) through age 16. Teenagers ages 13-18 are eligible for a discounted rate of \$65.

All payments must be made through the My ClubHub (MCH) online portal by the Thursday of the preceding week before attending.

Please retain your receipts for your records, as we do not issue end-of-year statements. Our Tax ID number will be provided during tax season. *Attending the Boys & Girls Club of Greater Washington is a privilege and should be treated as such. All members are subject to Club's discipline policy. No refunds will be given in cases of expulsion from BGCGW. See Discipline Policy

Hours of Operation

The hours of operation are 6 am – 9 am/3 pm—6pm Daycare Hours Monday-Friday

6am—6pm All Day Daycare and Camp Hours

2pm—8pm General Membership Walk-In Program Monday-Friday (Excluding Holiday & School Closings)

*The Club reserves the right to change its hours and days of operation based on need and/or economic circumstances. If such changes occur, caregivers 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.

Remind.com

The Club uses a text notification system called Remind. All caregivers/guardians must complete the Updated Information Form annually and provide a cell phone number (or of a phone capable of receiving texts) to receive important messages from the Club including those pertaining to closures and emergencies.

After registration, you will receive a text asking you to opt-in – you must opt-in.

2026- 2027 National Holidays (Club will be closed on the days below)

Labor Day - September 7, 2026

Columbus Day – October 12, 2026

Veterans Day - November 11, 2026

Thanksgiving Day – November 25-27, 2026

Christmas Day - December 25, 2026

Winter Break – December 21, 2026 - January 1, 2027

New Years Day – January 1, 2027

Martin Luther King Jr. Day - January 18, 2027

President's Day - February 15, 2027

Spring Break – Late March to mid-April 2027

Memorial Day - May 31, 2027

BREAKFAST, LUNCH, AND SNACK

We will provide a free afternoon snack. Caregivers are responsible for providing a healthy breakfast and lunch for their child. State Licensing recommends juice and water (instead of soda), veggies, fruits, a sandwich, and a light snack.

- Members will not be permitted access to refrigerators and microwaves.
- For safety reasons, staff are not permitted to refrigerate or microwave member food.
- We recommend utilizing insulated bags and thermoses for food storage.
- Kindly label your child's food container to avoid any confusion.

Safety

Ensuring our members' safety is fundamental to our Mission. Boys & Girls Club staff work every day to create a safe, fun environment so that all kids can have every opportunity to be successful in life. We have zero tolerance for inappropriate behavior.

SIGN IN/OUT POLICY:

Caregiver Responsibility

Please notify us immediately via email if your child will not be attending so that we can plan accordingly. 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 caregiver, 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 legally permitted to access your child.

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

If your child has not been picked up by 7pm, law enforcement authorities shall be contacted. Only EXCEPTION is if the caregiver 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!

Drop-Off & Pick-Up Procedures

All caregivers/guardians are required to enter the building to drop off and pick up their child. FOR SAFETY REASONS THERE WILL BE NO EXCEPTIONS TO THIS PROCEDURE. All members must be signed in and out daily. The front desk will notify the child that it is time to leave; caregivers may not go into the program areas to find their child. Caregivers must remain at the front desk until their child appears. Members will not be allowed to wait outside to be picked up or leave the building unaccompanied.

No members are allowed at the Club unless they are signed in and participating in Club activities. Members should not be dropped off prior to the opening of the Club, as the Club cannot be held responsible for the supervision of such youth.

Please utilize marked spaces within the parking lot and remember that there is NO parking in handicap spots. Please do NOT block the entrance to the Club or park in a manner that prohibits others from leaving.

Pick-Up Policy and Late Pick-Up Policy

Please remember that the Club's daycare program closes daily (M-F) at 6 pm. All members must be picked up on time. A late pick-up fee of \$15 will be charged per child for every quarter hour you are late (example: 6:01 pm – 6:15 pm = \$15). Late fees are to be paid via MyClubHub no later than close of business on the next day. If payment is not received according guidelines, the member not be permitted to attend camp until the late fee(s) have been paid. After one hour, without contact from a caregiver, the authorities may be notified. If you are late more than 3 times, you must schedule a meeting with the Camp Director before your child may return. Remember: Only those people listed on the member registration form as authorized will be allowed access to your child.

Any changes to Emergency Contact Information must be provided to the Club in writing immediately.

Health Guidelines

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

- Each member and staff will wash/sanitize their hands upon entering the building.
- During the various rotations throughout the day, all areas will be sanitized thoroughly and all persons, Club members, and staff will wash their hands.
- If your child begins to feel unwell or shows signs of disengagement, we will promptly take their
- If your child's temperature reaches 100 degrees Fahrenheit, they will be required to be picked up/leave the Club within one hour of that temperature being recorded.
- The child may not return to the Club until they have been fever free for at least 24 hours.
- Caregivers must inform the Club of any changes to their child's health or community exposure. This is not only for the comfort and safety of your child but the well-being of all of our members.
- Staff are not permitted to administer medication to youth.

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

Illness Policy

As soon as signs of illness are identified, the caregiver(s) will be contacted and will be required to pick up their child within one hour. Staff are only permitted to administer medication to youth whose caregivers have completed the Authorization for the Administration of Medicine form.

Medicine

If your child requires an epi-pen or inhaler, a completed Authorization for the Administration of Medicine form must be submitted with the medication. Members requiring these medicines may not attend without one of these properly completed forms. Boys & Girls Club does not accept or administer any other medications. We will, however, make reasonable accommodations for a caregiver to come administer any other needed medications. We must know of any medications your child takes, even at home, in case of emergency. Please note that we are not a peanut-free facility. If your child will need to be administered medication while at camp, please see the Camp Director.

Toilet Training

Boys & Girls Club does not accept youth who are not toilet trained. It is the same policy that governs acceptance into the public schools, which is designed not only to prevent “accidents and distractions” during the school day, but to ensure the well-being, health, and self-esteem of the child.

Change of Clothes

In the event of an accident, we recommend that children aged 5-7 have a change of clothes stored in their backpacks for convenience. From time to time, however, accidents may happen. In the event of an accident, you can expect these procedures to be followed:

- Caregivers will be notified immediately through the contact numbers provided on the child’s registration. Members will be kept by the front desk until the caregiver arrives.
- Caregivers are expected to respond as quickly as possible and to bring clean, dry clothing for their child or take their child home.
- Huggies®, Pampers®, or any other type of diaper or “pull up” are not acceptable undergarments and will be taken as a sign that a child is not toilet trained.
- Any child who has more than two toilet accidents during will be considered not toilet trained and will not be allowed to participate in Club activities for the remainder of summer camp.

Attendance

Please notify us if your child is not attending on a given day. Refunds will not be given for unattended days.

Personal Belongings

All personal belongings brought to the Club by a child are the responsibility of that child. The Club is NOT responsible for lost, damaged, or stolen items. Please discourage your child from bringing anything to the Club that is not completely necessary. Items that your child brings to the Club should be clearly marked with their name. Items that are not collected from our lost-and-found in a timely fashion will be donated to a local charity.

Mobile Phones and Other Personal Devices

Camp strongly discourages members from bringing cell phones and other personal devices to the Club or any related activities or field trips. If they are brought to the Club, they may not be taken out of the member’s bag while at the Club. Caregivers and members are to be reminded that we clearly state in this Handbook that we are not responsible for any personal property brought to the Club. If such devices are brought, they are not to be used without the expressed consent of the Staff and are to be turned off when not in use and are NEVER to be taken in the locker rooms or restrooms or used in rooms where staff members are not present. Staff have the right to confiscate any device at any time Club youth abuse the regulations for its use. We cannot guarantee the safekeeping of confiscated equipment.

Members are not allowed to take any pictures of any other members without caregiver permission.

Any inappropriate texting or sexting (inappropriate picture mail) is illegal and will be investigated and the incident will be turned over to the proper authorities.

Club Phone

The phone at the Club is a business phone. Members may call for an emergency receiving permission from a Club Director.

The use of the Club phone is a privilege and any child who abuses this privilege will be subject to disciplinary action from a Club Director.

Visitors

All visitors are required to check in at the front desk. We ask that visits do not disrupt Club operations and/or scheduled programming.

Participation/Programming

Members are required to always participate and stay within their program/group.

Supervision

Club staff are trained Youth Development Professionals and have undergone background checks and extensive training. Staff member(s) will supervise each age group. Please take the time to remind your child of the need to always follow Club rules and directions.

Discipline Policy

The Club strives to keep the consequences for unacceptable behavior clear, appropriate, timely and consistent. The safety of all members is of utmost importance to us. Our standards, along with the expectation that all members use good common sense, exist to ensure that your child and every other child at the Club can safely enjoy camp activities. Any child who disrupts programs or creates a dangerous situation will be disciplined appropriately. Members who do not follow rules can expect to lose privileges and face consequences. First-time offenses are never excused and will be handled based on their severity. Our staff makes every possible attempt to resolve conflict in a positive and constructive manner. Members suspended or expelled from the Club for behavioral reasons will not be granted a refund.

Club Suspension

Violation of Club Rules and Regulations may result in disciplinary consequences ranging from a warning or time-out to a written warning and/or meeting with the caregiver to suspension or even expulsion from the Club depending on the severity of the offense. It is up to the discretion of the Club Directors if they determine the circumstances have compromised member or staff safety.

Expectations for Members

- All members must be signed in and out of the Club daily.
- All staff is authority and should be treated as such. Disrespect for staff and other members is prohibited.
- Profanity, arguing, fighting, and rudeness are prohibited.
- Bullying is prohibited.
- Possession/use of alcohol, tobacco, drugs or weapons on Club property or at any field trip location is prohibited.
- Horseplay or any unsafe behavior is prohibited.
- Destruction of Club, a field trip facility, staff, and another child's property is prohibited.
- Members are not allowed in any area where there is no staff supervision.
- Members are not allowed to wait outside for their caregivers.
- Members must stay with their groups on all field trips and Club activities.
- The Club phone is for emergency use.

- Positive and respectful language and behavior are required at the Club and Club-sponsored activities.
- Food and drinks are restricted to designated areas.
- Refrain from possessing chewing gum at the Club.
- Only appropriate and proper fitting attire are permitted to be worn at the Club and/or at Club-sponsored events. Clothing may not reference alcohol, drugs, tobacco products, sex, violence, death, profanity, vulgarity, and/or offensive messages
- Wear proper attire for safety and comfort during Club activities. Open-toed shoes are not permitted.
- Use only designated entrances and exits when entering or leaving the Club. Follow sign in/out procedures.
- Refrain from bringing glass containers to Club and/or Club-sponsored events.
- Refrain from bringing any item that could potentially cause harm to others and/or cause a distraction or disruption to the Club environment.
- Only run in designated areas and as directed.
- Only Club equipment is allowed to be used. Refrain from bringing personal recreation items. They will be confiscated and returned at the end of the day.
- Mobile devices are to be stored away and only accessed as directed by staff.
- Refrain from bringing toys, gadgets, electronics, valuable items, and excess money to the Club.
- Clearly label belongings with name. We are not responsible for lost, broken, or stolen items.

Bullying Prevention

BGCGW is committed to providing all members with a safe and civil environment and will not tolerate any form of bullying at any Club activity on or off Club property.

Bullying shall mean any written, electronic, verbal, physical or social act that willfully harms another. Aggravated bullying shall mean willful harm motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, mental disability, physical disability, appearance, or socioeconomic status.

Staff and volunteers who observe an act of bullying will take immediate, appropriate steps to intervene. If the staff member or volunteer believes his/her intervention has not resolved the matter, he/she shall report it to his/her supervisor and document the incident in writing and the caregiver or guardian of any child who was observed as a victim or perpetrator of bullying will be informed.

Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remedy the impact on the victim and change the perpetrator's behavior.

Mandated Reporting

In accordance with the laws of the District of Columbia, Maryland, and Virginia and the policies of Boys & Girls Club of Greater Washington, every staff member or volunteer of the Boys & Girls Club of Greater Washington who becomes aware of or has suspicion of child abuse or neglect shall immediately report to Club leadership and to the appropriate authorities according to District of Columbia, Maryland, and Virginia mandated reporting laws. Leadership must report to Boys & Girls Clubs of America (BGCA) within 24 hours via the critical incident system.

All Boys & Girls Club staff are trained annually on child abuse and grooming prevention, how to identify "red flag" behaviors and mandated reporting.

Expectations of Caregivers

- Be supportive of our staff. If you have an issue with a staff person, notify the Camp Director to schedule a time to discuss the issue with the staff person.
- Absolutely NEVER confront a member who is not your own child! If you have a concern with one of our member's behaviors, notify the Camp Director and we will handle it. Treat the other members as you would want your child treated and remember they are still kids.
- You are responsible for any damages that your child may intentionally or unintentionally cause to Boys & Girls Club or another child's property.
- Pick up and drop off your child according to Club procedures. Pick up your child on time.
- Do not smoke, vape, or drink anywhere on Boys & Girls Club property, including the parking lot.
- Reinforce Club rules and regulations with your child.

Acceptable Technology Use Policy and Responsible Use Guidelines

The Club is committed to providing a safe use of technology and online safety for members, summer program participants, staff and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

CLUB MEMBER USAGE

Under the Technology Acceptable Use policy, the following relevant principles shall apply:

Club Devices shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Personally-Owned Devices shall include any and all member-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images. Unless explicitly allowed, all members are banned from using any kind of personally-owned device at the Club.

Club Purposes shall include program activities, career development, communication with experts and/or Club peer members, homework and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

Authorized Use: Club devices and personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club devices or personally owned devices in locker rooms, restrooms and other areas where there is an expectation of privacy.

Appropriate Use: Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Monitoring and Inspection: The Club reserves the right to monitor, inspect, copy and review any personally owned device that is brought to the Club. Caregivers/guardians will be notified before such an

inspection takes place and may be present, at their choice, during the inspection. Caregivers/guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally owned devices to the Club in the future.

Loss and Damage: Members are responsible for always keeping devices with them. Staff are not responsible for the security and condition of the member's personal device. The Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Any inappropriate or unauthorized use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes but is not limited to the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language or images typed, posted or spoken by members;
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment;
- Personal attacks, including prejudicial or discriminatory attacks;
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others;
- Knowingly or recklessly posting false or defamatory information about a person or organization; or
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.
- If a member is told to stop sending communications, that member must cease the activity immediately.

Cyberbullying

Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices.

Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails or comments on social media. • Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites or fake profiles.

Members may not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use the Club's 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. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

Monitoring and Inspection

The Club reserves the right to monitor, inspect, copy and review files stored on Club-owned devices or networks. In addition, the Club reserves the right to inspect and/or review personally owned devices that are brought to the Club.

Caregivers will be notified before such an inspection takes place and may be present, at their choice, during the inspection.

Caregivers may refuse to allow such inspections, but the member may be barred from bringing personally owned devices to the Club in the future.

Loss and Damage

Members are responsible for always keeping their personal device in their bags or with them. Staff are not responsible for the security and/or condition of the member's personal device.

Furthermore, the Club shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Caregiver Notification and Responsibility

While the Club's Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the values of members and/or their families. Because of this, it is not considered practical for the Club to monitor and enforce a wide range of social values in student use of the internet. If caregivers do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

Digital Citizenship

Club members shall conduct themselves online in a manner that is aligned with the Club's Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates the Club's Code of Conduct, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

Club-Owned-and-Operated Technology

Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

Digital Citizenship and Technology Safety Training

All members who wish to use a Boys & Girls Clubs device or equipment will be required to successfully complete a BGCA- provided digital citizenship and technology safety training. This training is required for all members annually.



BOYS & GIRLS CLUBS
OF GREATER WASHINGTON

MEMBER/CAREGIVER CLUB HANDBOOK ACKNOWLEDGEMENT

I acknowledge and agree to abide by the policies and regulations outlined in this Club Member/Caregiver Handbook. If there are any aspects I find unclear, I commit to seeking clarification from the management team. I recognize that the information provided in the handbook is essential for the safety and well-being of all youth and staff members.

I understand that any violation of the rules or policies may result in a discussion with management. Depending on the seriousness of the situation, it may lead to the suspension or expulsion of my child from the Club.

By signing this form, I affirm my agreement with the contents of the Club Member/Caregiver Handbook.

Member Name

Age

Caregiver Signature

Date