



**BLACKSTONE VALLEY
BOYS & GIRLS CLUB**
“The Positive Place for Kids”

2018 Summer Program

Parent Handbook & Policy & Procedures

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MISSION STATEMENT

As a community based, non-profit chartered member of the Boys & Girls Clubs of America our mission is very specific: create "The Positive Place for Kids" in the Central Blackstone Valley. Our purpose: help develop positive esteem in our young people in order that they maximize their fullest potential as individuals. To this mission and our purpose we have dedicated our existence.

HISTORY

In 1804, the Blackstone Manufacturing Company (BMC) purchased 254 acres of land in the South Parish of Mendon. This land was eventually incorporated as part of the town of Blackstone. During the 1800's, the BMC operated as a textile mill.

In the late 1950's, Earl Tupper purchased the 254 acres of land from the BMC. Mr. Tupper used the land primarily to manufacture and store his newly invented Tupperware plastic products. Eventually, Mr. Tupper built a 12 acre park to be utilized by Tupperware employees and their families.

Tupperware Company was sold in the late 1980's to the Blackstone Smithfield Corporation. After the transfer of ownership, the park was not used from 1988 through 1995. In response to a critical shortage in local after-school and youth services, a group of concerned Blackstone Valley residents formed the non-profit Blackstone Valley Boys & Girls Club (BVBGC) and leased the 12-acre park from the new owners in 1995.

With the help of volunteers and a very limited budget, the concerned local residents successfully ran a summer program for 400 children. In 1996 David King, Executive Director of the Champlin Foundation, visited the 12-acre park and subsequently approved a Champlin Foundation disbursement of funds to purchase the site from the Blackstone Smithfield Corporation.

We take a program and facility oriented approach. Through generous donations and grants from The Boys & Girls Clubs of America as well as many Foundations. The campus currently houses a new 12,000 square foot gymnasium, an in-ground swimming pool, amphitheatre, playground, a 1811 granite Stone House recreation center (formerly used to store Mr. Tupper's plastic products) and administrative offices all in a charming treed setting along the Blackstone River.

Today, we have 1300+ members who utilize the club for year-round activities. Our summer program, after-school programs and athletic programs all incorporate the Boys & Girls Clubs of America's strategy of promoting learning and cultural enrichment through a variety of activities. Our programs for children have truly become "THE POSITIVE PLACE FOR KIDS."

GOALS

The Club hopes to provide a quality experience for members such as be safe with themselves and with others; feel good about themselves; develop self-control and good coping skills; appropriately express their feelings; become more independent; balance their needs and wants with those of others; learn new problem-solving skills, including non-violent conflict resolution; and, providing children with expectations that are clear, age-appropriate and applied in a consistent manner.

GENERAL INFORMATION:

This policy manual is intended to make operations run smoothly and fairly so that everyone may enjoy the Club. Please abide by these guidelines. Failure to follow these policies and procedures will be dealt with accordingly. All Staff members are CPR and First Aid certified.

- Summer Office Hours are Monday through Friday, 7:00-6:00pm
- Summer Program Operating Hours are Monday through Friday, 7:00am to 6:00pm.

ELIGIBILITY

Each child is required to become a member of the Blackstone Valley Boys & Girls Club. The registration fee is \$20.00 and allows members to utilize programs throughout the year. For the 2018 Summer Program, children must be 6 years old by the start of the program and entering 1st grade in September 2018 and 13 years or younger by the start of the summer program.

PROGRAMS:

- BASIC SUMMER PROGRAM FEE: \$575
This program is designed for recreational use of the club. From June 18th to August 24th, a basic member can utilize the facility Monday through Friday from 9:00 a.m. to 4:00 p.m.
- EXTENDED SUMMER PROGRAM FEE: \$825
This program is designed for working parents. From June 18th to August 24th, an extended member can utilize the facility Monday through Friday from 7:00 a.m. to 6:00 p.m.
- In the event you are unsure of what program you will need in the summer, we ask that you please register for the Basic Program. Members will only be allowed to switch from Basic to Extended for an additional fee of \$250.

HOW TO REGISTER

Registrations start Monday, February 5, 2018. We will continue to take registrations until our program enrollment limit is reached.

Forms Required - A Summer Program registration form (Basic or Extended) and a copy of birth certificate for new registrations.

Payment Plan - A 50% deposit per person is required upon registration plus the yearly \$20 membership fee. Your balance will be split into two separate payments. The 2nd payment is due on or before Saturday, April 7th and the last payment is due on or before Saturday, May 12th.

Balances must be paid by May 12th. After May 12th, payment plans are no longer offered and full payment is required upon registering.

Payment - We take cash, check, VISA or Mastercard. Checks should be made out to BVBGC and the child's name should be written on the memo line.



REFUND POLICY

- There is a \$25.00 return check fee.
- All membership & program fees are non-refundable & non-transferable.
- All fees must be paid in full before entry into the program.
- No refunds will be given to expelled members.
- Refunds will not be given to members switching from the Extended Program to the Basic Program.
- Reimbursements need board approval; if approved members will be charged an administration fee of 10% or minimum of \$10 will be charged.

VISITORS:

Visitors are not allowed on Club property during business hours unless the purpose of their visit is Club office business. All visitors will be required to register at the Welcome Center and will be issued a visitor's pass. A positive identification will be required. No visitor will be allowed to roam the Club grounds during summer operation hours.

CLUB CLOSING:

If the Club is closed due to severe weather, announcements will be made on WNRI or WPRO radio stations as well as our Facebook Page – Blackstone Valley Boys and Girls Club.

- The Club will be Closed, Wednesday, July 4, 2018 in observance of July 4th.

NO ANIMALS or PETS

For the safety of our members, no animals or pets are allowed on Club grounds. When dropping off or picking up your child please refrain from bringing your pet with you onto the grounds.

TELEPHONE:

Club telephones are not available for member use except in emergency situations, which is to be decided by the office staff.

ATTENDANCE

If your child cannot attend a day of our Summer Program, parents ARE NOT REQUIRED to inform the Club. The Club does not check on absentee members at the beginning of the day.

MEMBERSHIP IDENTIFICATION

Each member *MUST* check-in at the Welcome Center to show attendance. When a member is picked up by an authorized person, they must check-out at the Welcome Center. See check-out procedures. No member will be allowed to participate in our Summer Program unless registered and paid in full.

ORIENTATION

Every year, the Club holds an Orientation before the start of the Summer Program. All members and their parents are strongly encouraged to attend especially newcomers. The orientation will give you and your child an opportunity to meet our staff, tour the facility and submit any medical forms or medications. You will be able to purchase a \$10 concession card. Please note that these cards will not be available to use until the 2nd week of the program. You may also deposit money in your child's bank on this day as well.

The date for our 2018 Orientation will be: Saturday, June 16, 2018. New members may attend anytime between 9:00am to 11:00am. Returning members may attend any time between 12:30-2:00pm. Please note that The Pool will be open for both sessions. Please see Pool Rules on page 14.

DROP OFF PROCEDURES:

It is imperative that you and your child follow the proper drop-off procedures. Please note that the SPEED LIMIT is 5mph on Club property. We request that members get out of the car on the side closest to the Welcome Center ~OR~ Please park your car in a marked parking space and walk your child to the Welcome Center. Do not drop off your child in the middle of the parking lot.

Members must:

- go directly to the Welcome Center and remain there until checked in and cleared by the staff to enter the Club
- Place lunch in your group basket.
- Proceed to the office to deposit money in their Group's bank,
- Proceed to their group and zone.

A BASIC PROGRAM member CANNOT be dropped off before 9:00AM. If your child is dropped off before this time an additional charge of \$20.00 will be billed to you and will be allowed SEVEN days to clear the late fee. If not paid in full a suspension day will occur.

MEMBERS WALKING OR BIKING:

Some Members will be permitted by their parents to arrive and depart the Club daily on their own. Please note that this requires a special release form and that only one entry into the Club and one exit out of the Club each day will be allowed. Members entering the Club on bikes must walk their bikes into the Club's entrance for safety purposes. Bikes must be parked at bicycle racks and should be locked for safekeeping. Massachusetts State Law requires children under the age of 12 to wear a helmet.

RECOMMENDED ITEMS:

Please clearly mark all personal property including lunches, back packs, towels, etc with a permanent marker for identification purposes.

- Bag lunch and/or money for concession
- Swim suit and towel
- Sunscreen (30 SPF or higher)
- A Hat
- Water bottle and plenty of fluids
- Fishing Poles and Tackle Boxes (if child will be participating in fishing)

PROHIBITED ITEMS:

The Blackstone Valley Boys & Girls Club Staff is not responsible for any equipment/personal belongings of members. If the below prohibited items are found within a member's possession, the Club will confiscate these items and only a parent can retrieve them. Items will be held in the office. A second offense will result in confiscation of the item(s) for the remainder of the summer program.

- Anything drug, alcohol or tobacco related,
- Any type of weapon,
- Personal Equipment with the exception of fishing gear,
- Explosives, Matches, Lighters,
- Animals or Pets,
- Trading cards of any kind,
- Anything Electronic - IPODS, Cell Phones, two way radios, video games

FIELD TRIPS:

In the case of a field trip, parents may sign up their child on a first come first serve basis. Openings are ONLY filled when parents sign the proper permission slip allowing their child to leave the club's property to attend the specified field trip and when full payment is made. This must be done at the Club office. No child may participate in the scheduled field trip without a parent's written consent. NO SLIP - NO TRIP. Field Trip prices include admission and bus transportation; there are absolutely no reimbursements. Field Trip dates and times are available in the Club office. Spaces are Limited for each field trip, so sign up ASAP.

In the case of any cancellations or time changes, the Club will notify each parent by phone to inform them of the change. If your child participates in a field trip, there will be a field trip orientation held by the field trip supervisor one day prior to the field trip with the purpose of informing all participants of bus and field trip behavior policies and rules.

Participants must be present at the Club and in the stone house on the date and time specified on the field trip flyer. Parents must sign their children into the park as done on a regular basis. Group leaders will gather all field trip participants together 15 minutes before the scheduled bus pick-up time and escort them to the stonehouse where field trip participants and chaperones will wait for bus transportation. The bus will leave promptly at the time specified and will not wait for late participants.

In the case of an illness or emergency that requires immediate professional medical attention, the parent will be notified by phone with the numbers given on the child's registration form and if needed, your child will be transported to the nearest emergency care facility.

Every trip requires that the child brings: a bagged lunch with NO Glass Items, Sun Screen and water. Do not let your child bring money as groups do not visit the gift shop or allowed to buy food.

Bus Behavior and Safety Rules: No parts of the body are to be outside the window, No eating on the bus, proper language must be used, all persons will wear a seat belt when provided, all passengers will remain seated while the vehicle is moving, all passengers will listen and follow rules given to them by the bus driver and chaperones. Chaperones and the bus driver have the final say in determining what constitutes as appropriate and inappropriate behavior. Any misbehavior while on or off the bus during a field trip will result in an incident report for the child and may result in the child not participating in future field trips.

CHECK-OUT PROCEDURES:

Staff will not release a member to an individual unless that individual is listed on the Release Form.

****Individuals must show proof of identification to staff****

Please park your car in the designated parking spaces (not next to the stone wall) and proceed to the Welcome Center to give the child's name to the Staff. Members must be signed out by authorized individuals only, before leaving the Club.

Please be advised that parents who have children in the pool upon arrival will be waiting approximately 15 minutes in order for children to change and proceed to checkout.

Any changes to the Release Form must be done prior to that day and must be done with the office staff by the child's parents/guardians who must also show identification.

EMERGENCIES:

If an emergency arises and the parent/guardian cannot pick up the child and cannot find a contact on the Release Form to pick up the child, the parent/guardian must notify the office of the emergency via telephone.

If the parent/guardian sends an individual who is not on the release form to pick up the child, staff will not release the child to this individual unless the parent/guardian provides a written request to the Club office in person or by email to **tupperpark@hotmail.com** giving this new individual permission to pick up the child. A follow-up phone call is suggested to confirm email delivery. Please note these written requests are only valid for one day.

Written requests are a MUST and verbal requests are not accepted. This is designed for your child's safety.

LATE PICK-UP:

All BASIC members must be picked up from the Club by 4:00pm and all EXTENDED members must be picked up from the Club by 6:00pm. A late fee of \$20.00 will be charged for any pick-up after 10 minutes has elapsed. This fee will be invoiced to your home and strictly enforced due to staff inconvenience. Invoices must be paid within 7 days. After the 7 days your child will be suspended until the balance is paid in full.

If the child is not picked up by the closing time of 6:00pm and the Club is unable to reach the child's parent/guardian or emergency contacts, the Club will call the Blackstone Police Department to take custody of the child.

WELCOME CENTER :

The Welcome Center is the location for Check-in/Check-Out, Lockers, Lost & Found, and the baskets for members to drop their lunches.

LOCKERS:

Lockers are available to members who attend the summer program. Lockers are \$30.00 and can be purchased at registration. There are a limited amount of lockers and they are available on a first come, first serve basis. Combination locks are provided by the Club. No outside locks are to be used on Club property.

Combinations are given at Orientation and are kept at the Welcome Center throughout program. Members may share their lockers with a brother or sister ONLY. If you pay for your child to have a locker, please teach them not to share their locker combination with other members. This is to prevent stealing.

No members will not be allowed to enter the locker area unless they have paid for a locker and a have been given a locker pass by their staff leader. This is a STAFF area only and members will not be permitted to "hang out" around the Welcome Center.

LOST & FOUND

Lost & Found will be displayed starting the 2nd week of the program. Please check it daily. Items in lost and found will be discarded bi-weekly, every other Friday on these dates: June 29th, July 13th and July 27th, August 10th and August 24th.

DRESS CODE:

We realize that the club is open during the hot weather and that members will want to wear cool and comfortable clothing however, we ask that reasonable standards of modesty and good taste are followed. Many Club activities are physically oriented and sneakers or closed toed shoes are mandatory. No SANDALS or FLIP/FLOPS can be worn. If appropriate footwear is not worn, parents will be called to pick up their child or to bring sneakers. Your child will not be allowed to participate in any activities until they change into sneakers.

SPECIAL LIMITATIONS, SERIOUS HEALTH PROBLEMS AND RESTRICTIONS

It is the parent/guardian's responsibility to inform the Club of a members' medical condition, if any. Upon registration, the program director may request a meeting with the parent to discuss if the Club's summer program is a suitable place for the member and if the Club can accommodate the member and their condition. If decided that the Club can accommodate this member, staff will be informed of the condition so the Club can provide the necessary care. Parents/Guardians are advised to visit the First Aid room at the Summer Program's Orientation to address any concerns with the First Aid Attendant and child's group leader.

MEDICATION POLICY:

All medications must be administered at home unless specified by a physician. Medications that need to be dispensed during Club hours must be given directly to the supervisor along with our medication form that must be filled out by your child's physician. All medications must be in a labeled original pharmacy container. Medication forms are located in the Club office or on our website at www.bvbgc.com. It will be posted in the first aid room, all names of personnel responsible for administering medication. If possible, these forms can be given to the first aid attendant at our Orientation.

TREATMENT for ILLNESS:

When a member becomes ill or complains of not feeling well, he/she will be sent to the First Aid station. Staff assigned to the first aid room shall ask the member questions about their condition. If the member's temperature is higher than 98.6 degrees or if it is determined that the member should go home, parents will be contacted.

Names and phone numbers of the parents/guardians are found on a member's registration form. If at first the member's parents/guardians are not home, the cell phone number then work number must be tried. A message will be left on each phone call tried. If a parent/guardian cannot be contacted, the authorized emergency contacts will be called as listed on the member's registration form. If no parent or emergency contact can be reached, the member will remain in the first aid room until a contact returns the phone call. Upon determination of dismissal we expect your child to be picked up in a timely manner.

It is extremely important that any changes in phone numbers or emergency contacts are updated and reported immediately to the office.

If your child is seriously injured and the Club deems it necessary to contact 911, the Blackstone E.M.T.'s will transport your child to the hospital. A club employee will go with the child in the ambulance; the child's file will be taken. The parent will be notified and the parent must meet the ambulance and staff at the medical center.

ACCIDENT FORMS

Upon an illness or accident, an Accident report will be written by the staff who saw the accident and the report will be shown to the parent/guardian upon pick up and given a copy.

If your child becomes injured while at the Club, all staff are CPR and FA certified and will give the necessary treatment. Any treatment involving a staff member cleaning a wound or injury and applying a band-aid, Triple Antibiotic Ointment, Lip Cream, Calamine Lotion, Eye Wash and/or Burn Spray, does not require an accident form.

Any other injury that requires immediate professional medical treatment (head injury, bone break/fracture, sprain, a wound with excessive bleeding) requires an accident form to be filled out, signed by the staff member giving the first aid and a parent's signature along with a phone call to the parent/guardian.

CONCESSION CARDS

The Club also offers a Concession Card program along with the Bank. The purpose of the cards is to help prevent lost or stolen lunch money. Each individual concession card purchased will have your child's name and photo on the back. This is done so the concession cards can only be used by your child. These cards can only be purchased in the Main Office and can be bought in increments of \$10. There are no reimbursements on concession cards. Concession cards will not be sold the first week of the program and are voided at the end of the program. The Club will not be responsible for how much your child spends on a daily basis, so please discuss the daily limits with your child.

THE BANK

The Club does not recommend that members carry their own money with them during the day. The Club recommends that members buy concession cards. To prevent loss of money, the club has also created a banking system where members can deposit their money at the start of the day and throughout the day. The Bank is located in our club office. At the end of the program, parents have 30 days to claim any money left in your pouch. After the 30 day period, the money will be considered a donation and will be deposited into our Club's scholarship program.

CONCESSION STAND:

The concession stand is only to be used by members when it is open and if you are eating, drinking or using the bathroom. Shoes and clothes must be worn at all times. Members are responsible to clean up after themselves. During the scheduled lunch periods, only the members with their age group will be allowed access to this area. The concession stand opens for breakfast from 9:00am to 10:00am; lunch is served to each group from 10:30am to 1:30pm. The Ice Cream Cart serves ice cream after each group has finished their lunch, starting at 11:30am and will close at 5:00pm.

LUNCH

If your child brings a lunch, it is his or her responsibility to place it in the group basket at the Welcome Center. If your child would like to buy lunch, they should deposit their money in their Group's Bank located in the Club office.

Members must attend lunch during their groups' designated lunch time:

- Red Group: 10:30-11:30
- Green Group: 11:30-12:30
- Blue Group 12:30-1:30

During this time, staff will pass out all lunch bags, concession cards and money from the Bank to the individual. To speed up the process of handing out lunch bags, your child should have their first and last names written on the bag preferably with a permanent marker. Staff are not responsible for monitoring what each child buys with their money. Parents must discuss with their child what their money should be used for and what to buy that day for lunch.

CHARGE LUNCH SLIP

If your child forgets their lunch or lunch money, the Club will issue a Charge Lunch Slip. This pass will ensure that your child will receive a hot dog or hamburger, chips and a drink for that day. The parent/guardian will receive a bill at check-out; this bill must be paid by the next day of the child's attendance.

GROUPS

Age Groups are based on the grade the child is entering for the 2018-2019 school year. Children are split up into three groups. Each group has their own staff and staff leader. All staff are CPR and First Aid certified. PLEASE NOTE: During general swim, the groups are mixed.

- The Red Group is made up of children going into 1st, 2nd & 3rd grade.
- The Green Group is made up of children going into 4th and 5th grade as well as returning 3rd graders. If your 3rd grader is uncomfortable being placed in the Green Group, they will be allowed to switch to the Red Group. This switch will only be allowed once.
- The Blue Group is made up of children going into 6th, 7th & 8th grade.

ACTIVITIES

Everyday your child has many activities to choose from at no extra cost. They may also choose to spend their day at the pool, in the group, participate in the many activities and/or play the games coordinated by the staff. However your child decides to conduct their day is up to them. All children are signed out of their group by the staff before attending any activity and then escorted to and from each activity by the staff.

TORCH CLUBS

Based on recommendations made from our members, we have created the Torch Club program giving our older members a greater sense of responsibility and freedom as they work on committee's that will improve their community both inside and outside the Club. Blue Group members can sign up for: Construction Crew, Work Out Crew, Photography Crew, Red Group Helpers Crew, Garden Crew, and Ice Cream Cart Crew. Please note that Green Group members can participate in the Work Out Crew. Permission slips are needed for the Work Out Crew and Construction Crew.

DAILY SCHEDULE:

Groups stay together and travel to different zones of the Club during the day. Zone Schedules are handed out at Orientation and posted throughout the park.

ZONES

Members must clean up after themselves, which includes water bottles, candy wrappers, popsicle sticks, etc. Prior to transitioning to the next zone, staff will ask members to recheck the area for cleanliness.

- **ZONE #1** (upper basketball, four square, whiffle ball, kickball, grassy area behind pool)
- **ZONE #2** (Gym, Playground, Complex, Wall Ball, and Gazebo)
- **ZONE #3** (Stone House, Lower Basketball Court, Baseball Field, Batting Cage, Volleyball and Soccer Field)
- **POOL**

BATHROOMS AND CHANGING ROOMS:

Bathrooms and changing rooms are to be used for their intended purpose. Please no running, fooling around or horse play as these areas are usually very wet and someone could get hurt. The bathrooms are NOT an area to hang out in. Please use modesty while in these areas and be aware of all the ages that are attempting to change in and out of their bathing suits.

INCIDENT FORMS

The Club uses incident forms to inform parents of their child's unacceptable behavior. These forms are one of the ways staff communicates to the parent about their child's behavior. They are written by the staff and signed by the staff leader of the group and if needed, the lifeguard director and administration. A disciplinary action will be stated on the incident form and if needed, possible expulsion from the club. Parents must sign off on these forms. It is the parents' responsibility to read the Code of Behavior below and teach these rules to your child before they enter the Club.

CODE OF BEHAVIOR:

BLACKSTONE VALLEY BOYS & GIRLS CLUB rules are designed for member protection and will be strictly enforced. Please remember all of these rules are in place for your child's protection.

MEMBER DISCIPLINE:

The following rules, if broken, will result in automatic expulsion from the Club and immediate notification to the police department:

- ANYTHING DRUG, ALCOHOL OR TOBACCO RELATED
- ANY TYPE OF WEAPON
- ANY SEXUAL MISCONDUCT

The following rules may lead to expulsion even if it is the first offense:

- LEAVING THE CLUB WITHOUT FOLLOWING PROPER SIGN OUT PROCEDURES (applies to parent & child)
- FIGHTING
- STEALING
- VANDALISM
- BEING ON THE TRAIN TRACKS, BY THE RIVER, OR ANYWHERE OFF OF CLUB PROPERTY

OTHER RULES:

- No littering
- No swearing
- Members are expected to respect the rights, safety and welfare of all other members and staff
- Fair play in all activities
- Follow directions given by staff
- Follow all pool rules
- Members must be in an appropriate age supervised zone at all time

A member will be given a time out for disruptive behavior with the intention for him/her to "cool off" and think about their actions. The minutes of the time out will be equal to the member's age. If the behavior continues, the member will then lose their free time for that day and an incident report will be written up.

ACTIONS:

1. First Offense – written warning/notify parents
2. Second Offense – one day suspension
3. Third Offense – one week suspension
4. Fourth Offense – automatic expulsion

FIGHTING WILL LEAD TO AN AUTOMATIC SUSPENSION. THE NUMBER OF DAYS IS TO BE DETERMINED BY THE PROGRAM DIRECTOR, EVEN IF IT IS THE MEMBER'S FIRST OFFENSE.

Remember, there will be no refunds if an expulsion occurs.

ANTI-BULLYING POLICY

The Blackstone Valley Boys and Girls Club defines "Bullying" as the repeated pattern directed at another person by one or more members that results in that person being intimidated or harassed or results in the physical or emotional injury of the person.

Bullying could be one of the following but is not limited to:

- Pushing, hitting, kicking or throwing things at someone.
- Stealing or damaging another person's property.
- Name-calling or teasing, spreading rumors about someone.
- Intentionally excluding someone from a group.

As a club member (and parent/guardian of a club member) I understand the definition of bullying and the behaviors that are considered bullying mentioned above and pledge to uphold the following expectations:

- Abide by the Blackstone Valley Boys and Girls Club policy of NO BULLYING by refraining from the behaviors that are outlined under the Definition of Bullying above.
- Treat everyone with kindness and respect.
- Resolve disagreement with others peacefully and ask an adult staff if I need help.
- Report incidents of bullying to a trusted staff member.
- Encourage others to treat all club members with respect and courtesy.
- Practice kind behavior and ask for help when I don't know how to handle a situation.
- Help make the club a positive place where everyone feels safe, heard, and respected.

The Club strives to establish prevention of bullying by teaching expected social behaviors that members should engage in and display to their fellow peers. The Club encourages members to report any acts of bullying to a supervisor or group staff who are trained to accurately investigate and assess the situation to determine exactly what occurred: real bullying, peer teasing or regular conflict. The Club is willing to discuss all matters of suspected bullying with family members. If the investigation proves that bullying did in fact occur, Club staff will submit a report to inform the involved parties and appropriate corrective action will be taken.

SUNSCREEN PROCEDURES

Staff will strongly encourage all members to participate in applying sunscreen but it is the member's responsibility to apply. Parents, please teach your child how to apply sunscreen before the start of the program.

- While in the Group: All groups are required to have sunscreen & water breaks throughout the day. Breaks will occur before morning meeting, after a zone transition, and after group lunches. Procedures will vary depending on the group. Red Group Staff will organize the members to line up and will physically assist with applying sunscreen, ie: members' faces, neck, shoulders, and arms.

- While in the Pool: All members will exit the pool every hour for sunscreen & water breaks. Lifeguards will monitor these breaks and instruct members to dry off before they apply sunscreen. Guards responsible for Red Group will organize the members to line up and will physically assist with applying sunscreen. ie: members' faces, neck, shoulders, and arms.

SWIM PROGRAM

The purpose of our swim program is to give Club members free swim with their group and give them the chance to become familiar with the Club pool and pool safety. Please note that our Swim Program runs for 4 weeks (Week 2, 3, 4, and 5).

FISHING:

There is a fishing area on Club property that is open Tuesdays and Thursdays from 10:00-3:00pm. No member will be allowed access to the fishing area unless a parent/guardian gave permission on the registration form. Members may bring their fishing pole and tackle box on a daily basis or leave it at the Club in our equipment closet. Names should be written on all fishing equipment with a permanent marker. Parents please check your child's tackle box before they enter the Club. No knives or scissors are allowed. These will be considered weapons and Member Discipline rules will apply if a member is found in possession of any of these objects. There is no swimming in the pond. This will result in an immediate write-up and possibly loose fishing privileges.

POOL

The pool is open Monday - Friday from 9:00 am to 5:00pm. Members MUST be checked-in to the pool area by the assigned staff in order to show attendance in the pool area. All swimmers must bring a bathing suit and towel to the Club and change into their bathing suit in our changing rooms. No member shall wear their bathing suit to the Club.

The members will be required to be in a bathing suit and must take a cleansing shower before swimming. We recommend that your child wear a swim shirt while in the pool. This is the most vulnerable area for a member to be in the sun.

Basic members will be required to leave the pool promptly at 3:00p.m. to be ready for parent pick-up. This is for your convenience and will help eliminate wait time at checkout. Extended members are allowed in the pool until the pool closes at 5:00pm. For LUNCH TIME, members are called out of the pool according to their group 15 minutes prior to their scheduled lunch time.

All members must obey the pool rules (see below) which are strictly enforced by the lifeguards. Swimming privileges will be revoked by the lifeguards at their discretion. Failure to comply with the below rules could result in temporary or permanent suspension of pool use and or disciplinary action from the program director. Our lifeguards have the final say with regards to pool rules.

POOL RULES are as follows: - The Club has the authority to modify and edit these rules accordingly.

- HANDS TO YOURSELF!!
- The following are not allowed in the pool area:
 - Hitting, Kicking, or Spitting water; Throwing or Pushing people in,
 - Rough play (putting people on your shoulders, chicken fights, piggy back rides)
 - Running, Dunking or Splashing,
 - Pool toys, Floats or Tubes, Diving masks or Goggles.
 - Hanging on the ropes, railings or each other,

- Ball playing unless directed towards a specific scheduled daily activity supervised by a designated staff,
- Sitting or standing on the Geysers,
- Jumping or Diving off the sides,
- Gum, Band aids,
- Swimmers cannot congregate around the ladders.
- Members are not allowed on ANY part of the guard chair.

Closing of the Pool

The closing of the pool can be for several reasons, which include lightening, a missing member, chemical imbalance, etc. If the pool is closed it must be done in an organized timely fashion which the lifeguards will explain to swimmers during orientation.