

Parent Handbook Summer Camps 2019



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1085 Laguna Canyon Road Laguna Beach, CA 92651

(949) 494-2535

bgclagunabeach.org

Welcome

Welcome to the Boys & Girls Clubs of Laguna Beach! We are excited to have your child(ren) at our Clubs for summer. We are involved in our members' lives on a daily basis and more often than not, become extended family to our members. We have formed great partnerships with our local schools, organizations, and businesses to make sure that we are successful in our mission. Our organization is run by professional, dedicated and caring staff who work to empower, support and enrich the lives of our members by giving them a sense of community here at the Clubs and developing their self-confidence & self-respect. Our staff is the backbone of this organization. Their contributions keep us running and make us successful. The Club is overseen by our Board of Directors to ensure that our organization continues to be successful providing much needed services to our community.

This handbook is intended to be a helpful, general information guide for parents and campers. Inside you will find information on membership, policies, procedures, and general Club programs and guidelines.

It is not possible to cover every policy, procedure, program, activity, or event in the handbook; therefore, contact your local branch or visit our website (www.bgclagunabeach.org) for current and specific information.

We look forward to building strong and lasting relationships with your family. We are dedicated to contributing to the well-being and success of your child by providing a safe & positive environment.

Thank you for choosing our Clubs



Locations

Canyon Branch

1085 Laguna Canyon Road Laguna Beach, CA 92651

(949) 494-2535

Branch Director: Hans Laroche

E-mail: hans@bgclaguna.org

Summer Hours: 7:00AM – 6:00PM

Bluebird Branch

1470 Temple Terrace Laguna Beach, CA 92651

(949) 494-7630

Branch Director: Stephen Tinen

E-mail: stephent@bgclaguna.org

Summer Hours: 8:00AM – 6:00PM

Lang Branch

21547 Wesley Drive Laguna Beach, CA 92651

(949) 715-7322

Branch Director: Tawny Gandenberger

E-mail: tawnyg@bgclaguna.org

Summer Hours: 8:00AM – 6:00PM

Summer Closures / Back to school hours

All branches will be closed June 19-21 for summer prep

Summer Camp officially begins Monday June 24th

Camp closed July 4-5 (Independence Day)

Bluebird & Lang branches closed **CARNIVAL DAY**, Friday August 2nd (Drop off at Canyon)

Club closed August 19-20 for fall prep

Clubs opens for LBUSD drop-in August 21-23 (2:00PM – 7:00PM)

CAPOUSD Transportation to Canyon Branch begins August 21st

After School hours begin Monday August 26th

Registration

Prior to your child becoming a part of the Club, a summer contract with emergency release must be completely filled out and signed by a parent/guardian, and the summer registration fees must be paid. The Club will not process applications without a signed summer contract. A parent summer orientation must be completed prior to your child attending summer camp. Call for orientation times and dates. It is the responsibility of the parent/guardian to ensure that camper information is kept current with the Club. Updates will be made in our Vision Tracking System when needed. Each participant will receive one free field trip T-shirt at parent orientation. Club fees are NON-REFUNDABLE AND NON-TRANSFERABLE.

Weekly Fees Calendar

<u>Week</u>	<u>Dates</u>	<u>Early Bird Fees</u>	<u>Standard Fees</u>
1	June 24 - June 28	Wednesday June 19 @ 5:00PM	Friday June 21 @ 5:00PM
2	July 1 - July 3 *(No camp Jul 4-5)	Wednesday June 26 @ 5:00PM	Friday June 28 @ 5:00PM
3	July 8 - July 12	Wednesday July 3 @ 5:00PM	Friday July 5 @ 5:00PM
4	July 15 - July 19	Wednesday July 10 @ 5:00PM	Friday July 12 @ 5:00PM
5	July 22 - July 26	Wednesday July 17 @ 5:00PM	Friday July 19 @ 5:00PM
6	July 29 - Aug 2	Wednesday July 24 @ 5:00PM	Friday July 26 @ 5:00PM
7	Aug 5 - Aug 9	Wednesday July 31 @ 5:00PM	Friday August 2 @ 5:00PM
8	Aug 12 - Aug 16	Wednesday August 7 @ 5:00PM	Friday August 9 @ 5:00PM

Specialty Camps Calendar

Camp	Dates	Times	Extended Camp	Location
Basketball Camp 1(1 st -5 th)	July 8 – 12	9:00AM– 12:00PM	12:00PM – 6:00PM	Canyon Branch Gym
Volleyball Camp (2 nd -3 rd)	July 15 - 19	9:00AM– 10:30AM	12:00PM – 6:00PM	Canyon Branch Gym
Volleyball Camp (4 th – up)	July 15 - 19	10:30AM-12:00PM	12:00PM – 6:00PM	Canyon Branch Gym
Basketball Camp 2 (1 st -5 th)	July 22 - 26	9:00AM– 12:00PM	12:00PM – 6:00PM	Canyon Branch Gym
Art at The Park (1 st -5 th)	July 29 – August 1	9:00AM– 12:00PM	12:00PM – 6:00PM	Bluebird Park
A.P.A.C. (Teens)	July 29 – August 2	8:00AM-6:00PM		See Sign Up Page
Catalina Camping (Teens)	August 12 - 16	MON - FRI		Two Harbor Campground
A.P.A.C. Backpacking (Teens)	August 24 - 25	4:00PM Fri-12:00PM Sat		Crystal Cove State Park

Please refer to the Summer Contract for camp fees

Financial Assistance

The Club provides a safe, secure and friendly environment for youth and teens grades K-12, regardless of ability to pay in full. A current registration is REQUIRED to be in the facility, and/or participating in Club activities/programs. Reduced fees are available to families based on specific eligibility criteria. Proof of eligibility is required. Please contact the front desk to inquire about financial assistance requirements.

Code of Conduct

BGC LAGUNA BEACH has adopted a set of rules to guide members while at the Club.

1. Sign in and out every day.
2. Respect the Club, yourself and others at all times. Keep your hands and feet to yourself.
3. No teasing or bullying.
4. Yelling, screaming, and running is for outdoors.
5. Foul language, racial slurs and other such language will not be tolerated!
6. Food and drink in designated areas only. Sit in chairs, not on tables.
7. Front desk, offices, storage areas and non-staffed areas are off limits to members. **Most of all have fun!**



Disciplinary Policy

Should any discipline issues arise at the Club or on field trips, BGC LAGUNA BEACH staff will follow the discipline policy below in order:

1. Informal direction and correction (using steps of conflict resolution)
2. One-on-one guidance and direction
3. Time-out
4. Parent contact – 1-day suspension
5. Parent contact – 3-day suspension
6. Parent/member/Branch Director meeting to create a safety plan with action steps for all parties
7. Permanent suspension

Restraint or Seclusion of a Club Member

It is the priority of the BGC LAGUNA BEACH to promote a safe and fun environment for all members, staff, and volunteers. If a Club member's behavior poses an imminent risk of serious physical harm to self or others, it may become necessary for a staff member to physically restrain or place the Club member in seclusion. Staff members will utilize the least restrictive technique necessary to end the threat of imminent danger or serious physical harm, and they will immediately terminate the use of physical restraint or seclusion as soon as it is determined that the Club member is no longer in imminent danger of serious physical harm to self or others.

Illness/Injury

If your child is or feels sick, they are NOT to attend the Club. If a child displays symptoms while at the Club, a parent will be notified and asked to pick up the child. Our staff is trained in CPR and first aid and able to handle everyday bumps and bruises. Staff fills out incident reports for parent signatures at pick-up. Should an emergency arise and medical attention is required, a parent will be notified immediately. If the parent cannot be reached, we will notify the next available emergency contact. It is the parent's responsibility to keep contact information on your account up-to-date with emergency names, phone numbers etc. In the event we are unable to contact anyone, we will proceed with whatever action is needed, including taking the member to the hospital, doctor, dentist, etc. In the event of a head injury, all necessary precautions will be taken to ensure the member's health. Staff may apply emergency first aid; engage physicians of any kind, ambulance service, paramedics or any other service deemed necessary or reasonable. The BGC LAGUNA BEACH WILL NOT be held liable or be responsible for any fees that are incurred including but not limited to ambulance, hospital, doctor fee, etc.

Medications

The BGC LAGUNA BEACH does not dispense medications. Prescription medication must include written instructions from a physician and must be self-administered. If your child has a condition in which medication is self-administered, special arrangements need to be made with the Branch Director at your site. The Club does not provide refrigeration for camper medication.

Head Lice Policy

Parents will be asked to pick up campers found to have head lice (nits or live lice) immediately. Campers may return 48 hours after being treated. Upon return, campers must be nit-free and the parent will be asked to show proof of treatment.

Drop-Off & Pick-Up

Campers cannot be dropped-off prior to Club opening. The Club will not be held responsible for supervision of campers prior to opening. A parent or guardian must sign in campers' grade k-5 every morning. Campers cannot attend without having registered for the week. Teen campers can sign themselves in and out.

Late Pick-Up Policy

If an emergency arises and a camper cannot be picked-up by closing time, the parent/guardian MUST contact the Club to inform the Staff. It is the responsibility of the parent/guardian to have emergency contacts available to pick up campers in their absence. At no time will a Staff member transport a child in their personal vehicle.

We understand that circumstances may arise that may cause you to be late picking up. If you are going to be late, please call the Club and let the staff know that you will be late. If you are unavailable, your emergency contact will be notified to pick up. Members who are continuously not picked-up on time may be suspended from attending camp.

Summer Programs

We specialize in structured programming in the areas of Art, Athletics, Education, Technology, Life Skills and Character Development. We also offer mentoring and leadership programs such as: Jr. Staff, L.I.T (Leaders In Training), Smart Girls, and more. Check with your branch to find out what is being offered for summer 2019.

Download the Club App & Stay Connected!



Field Trips / Permission Slips

Campers must be dropped off on time at Canyon Branch for Wednesday field trips. All outings require a permission slip, which gives parents the date, time and location of the activity. A permission slip **MUST** be signed by a parent/guardian, and the field trip activity fee paid **BEFORE** your child will be added to the field trip sign-up sheet. Field trips forms are required for each field trip attending. Field trips and weekly registration signups are generated through Signup Genius, on the Club's app or web-site-www.bgclagunabeach.org. Field trips are limited and are on a first come first served basis per child's Main Branch. Each site has its own separate field trip sign up list. Club fees are **NON-REFUNDABLE AND NON-TRANSFERABLE**; payment is due at time of sign up. Members may not be dropped off and or picked up from field trips. Beach days are the only trips where campers can be picked up. Wednesday field trips depart from Canyon Branch; prepaid annual passes are not accepted as a form of payment for field trips. Members attending field trips are required to wear their free **Green BGC T-shirt**. Members without the BGC T- shirt are required to purchase a new one.

Lunch & Snacks

Lunch can be purchased at the Club snack bar. Please make sure that your campers have sufficient funds in their account to buy lunch. Campers can also bring **peanut free** sack lunches to camp. The Club does not provide refrigeration or microwave. Bring extra snacks and water for a long active day at the Club.

Dress Code / Sunscreen

Each day, campers will be very active. In an effort to keep them well hydrated we request that you pack a reusable water bottle each day. Water fountains are available at all sites and we will have several, water breaks throughout the day. Campers should wear comfortable clothes and gym shoes. No sandals or open toed shoes will be allowed during Club time. Each Camper should come with sunscreen already applied. In addition, your camper should bring sunscreen in their backpack to apply later in the afternoon. We ask that you provide a spray sunscreen to help with application.

What to Bring to Camp Each Day

Lunch and light snacks

Backpack with Club card attached for your camper's personal items.

Wear comfortable clothing and closed toe shoes.

Sunscreen (come to camp each day with some already applied)

Reusable water bottle.

Helmet & pads for bike/scooters activities at Canyon Branch (daily)

Rollerblades, Skateboards and pads for Friday Skate Days at Canyon Branch

Swimsuit and towel for beach/pool/water blast days



*Please label all items your camper brings to camp. Unclaimed items will be placed in the lost & found bin.

Electronics Policy

Cell phones are allowed in order for parents to communicate with their children. Cell phone must remain in campers backpack. Each location provides a location for camper's backpacks. If cell phones become a distraction to the program, staff or other campers, a staff member will collect and hold the cell phone until the camper is picked up for the day. If the distractions continue over a period of time, the camper will be asked not to bring their phone to the Club again. We encourage leaving at home, toys, and electronic devices-iPads, iPods, mp3players etc. The Boys & Girls Clubs of Laguna Beach is not responsible for lost, damaged, or stolen items.

Computer Policy

Internet at the Clubs has a child safe filter. Club computers and iPads are available for use during programs only, and only under staff supervision. Campers caught using a computer without permission and supervision will be subject to disciplinary action. Camper must have a signed Technology Use Contract on file.

