



**BOYS & GIRLS CLUB**  
OF EAST PROVIDENCE

**Boys & Girls Club  
Of East Providence**  
115 Williams Avenue  
East Providence, RI 02914  
Tel 401-434-6776  
Fax 401-431-1106  
[www.epbgc.org](http://www.epbgc.org)



## **WELCOME!**

Welcome to the 2022 Camp Season! We at the Boys & Girls Club of East Providence could not be more pleased that you have chosen us to meet your child's summer needs and we are looking forward to an incredible summer of memories. We are excited to get back to Camp with a more normal schedule than we have in the past two years

The following Camp Parent Handbook is designed to give you an overview of Camp rules and regulations, as well as, to provide you information on our "Camper Care" policies. There are two forms for your signature at the end of the packet – one is an acknowledgement that you received and reviewed it, the second is a field trip permission form. Please return these as soon as possible to the camp staff.

If you have any questions or concerns at any point in the summer, please do not hesitate to contact me or our camp staff.

Best wishes for a happy and healthy summer!

A handwritten signature in blue ink, appearing to read "Erin Gilliatt".

Erin Gilliatt  
Executive Director

## **“CAMPER CARE” POLICIES**

Updated March 30, 2021

The **ADA** (American Disability Act) requires that **child** care providers not discriminate against persons with **disabilities** on the basis of **disability**, that is, that they provide **children** and parents with **disabilities** with an equal opportunity to participate in the **child** care center's programs and services.

### **REGISTRATION**

This year we will be offering four two-week sessions. The majority of campers will be going to Camp every day, however our youngest campers (Kiddie Care) days and our Hennessey Scholar Camp campers will spend days at the Camp and at the Club. Daily swim and outdoor play will happen at both Camp Crosby and Williams Ave. Clubhouse. There will be limited availability so register early. All Camp Crosby registration materials must be completed **no later than** the Wednesday prior to the session your child will be attending camp.

You are responsible for payment of all weeks you have **registered** for, even if the child does not attend camp. If you need to disenroll your child prior to the session they are registered for, you must do so in writing no later than 5PM on the Tuesday prior to the beginning of the two-week session. Written notification must be sent via email to [awheeler@epbgc.org](mailto:awheeler@epbgc.org). If you fail to notify us in writing as outlined above, you will not receive a refund.

All children enrolled in Camp Crosby must be members of the Boys & Girls Club of East Providence. The membership fee is \$20.00 per year and must be paid at the time of camp registration. Payment for the first two-week camp session must also be paid at the time of registration, regardless, of whether the child is in our childcare program.

If you have any questions about registration, please contact our office at 434-6776.

### **HOURS OF OPERATION**

Camp will operate from 8:30am-4:15 pm. There is before camp care available from 6:30am-8:30am and after camp care available from 4:15pm-5:45pm. Before and after camp care is available for an extra fee and includes breakfast and dinner.

Parents/guardians who do not pick up their child by their designated time, 4:15pm if registered for camp or 5:45pm if registered for after camp care, will be charged a **late fee of \$5.00 for the first 15 minutes and \$1 for every minute after that per child**. If for some reason you are unexpectedly delayed and you call to let us know, this late fee may be waived.

### **PAYMENTS AND FEES**

Camp rates are determined by a sliding scale based on family size and income. They range from \$280-\$400 per session. Please see our rate chart to determine your rate.

Camp rates are on a per session basis. We do not offer daily rates. You will be charged the session rate regardless of the number of days your child attends during the week. **No discount will be given for days closed due to holidays, weather, or other circumstances beyond the control of the Boys & Girls Club of East Providence.**

The fee for camp must be paid the Wednesday before services are rendered. We will collect your credit card information at the time of registration. This card will be charged your session amount on the Wednesday before the session. If the charge is declined, then an attempt will be made by our office staff to contact you to receive payment. If we do not receive payment by Thursday at noon, your registration for that session will be cancelled and your spot will be filled with someone on our waiting list.

We accept Child Care Assistance Program (CCAP) certificate numbers from the State of RI Department of Human Services (DHS). A valid certificate number must be provided at the time of registration. CCAP will inform both the Boys & Girls Club and you by mail of enrollment and of any parent co-pay that is due to the Boys & Girls Club. Co-pays are due the Wednesday before the session your child is registered for. If your child's eligibility is closed, you will be responsible for the appropriate weekly fee for any weeks that your child is registered for while their eligibility is closed. If you do not wish for your child to attend Camp during the time that eligibility is closed, please follow the above procedure to withdraw your child from camp.

### **REFUND POLICY**

Refunds will not be made if child has not been disenrolled following the disenrollment procedure in the registration section above. The only exception to this policy is in the event of a medical condition that requires the child to not be at camp for an entire session. A note from a doctor clearly stating the dates that the child must be absent from camp must be provided in order to receive a refund. Please note that if your child attends at least one day during the session, no refund will be made for that week regardless of medical condition or a doctor's note. A \$20 administrative fee will be deducted from any refunds issued.

### **ABSENCES**

As a parent, it is your responsibility to notify us if your child will not be attending camp for any reason. The safety of the children in our care is our paramount concern, so if your child absent and we have not received a call from you, we may contact you to check on their status.

**No discount is given for missed days, holidays, weather, or other circumstances beyond the control of the Boys & Girls Club of East Providence.**

### **MEDICINE**

Prescription medication cannot be administered to your child without a written order from a licensed physician. Medicine in its original container from the pharmacy is acceptable, provided it contains the child's name, medication, time, and dosage to be given.

Non-prescription medications cannot be administered to your child for any reason.

Whenever possible, medications should be given at home. Parents/guardians must give any medications to a Boys & Girls Club staff person. Do not send it in with your child.

### **TRANSPORTATION TO CAMP CROSBY**

On the days your child will be going to Camp Crosby, they will be transported to Camp Crosby from the Boys and Girls Club 115 Williams Avenue. If you are registered for before camp care, you must arrive at the Club by 8:15am. If you are registered for camp, you must arrive at the Club at 8:30am.

**The Boys and Girls Club will not provide transportation to the camp for any child who arrives after the scheduled times and misses the bus. Children will not be allowed to stay at the Club if they miss the bus.**

Buses leave Camp Crosby promptly at 3:45pm. If you are picking up your child at camp, you must be at the Camp before 3:30pm or your child will be sent on the bus. Busses will return to the Club at 4:15pm.

### **CAMP-WIDE NOTICES**

In the unlikely event of a widespread medical or other problem at camp, written notifications will be sent home to every family within 24 hours. These notices will be given to children to bring home, so please be sure to check your child's backpack daily.

If your child is absent when such a notice is delivered, we will make every effort to contact you by phone to inform you of the problem.

### **HEAT WAVE POLICY**

If the temperature or heat index reaches 95 degrees or higher or if an Ozone Action Alert Day is declared, all athletic activities will be suspended at Camp Crosby. Additional swim sessions will be scheduled as frequently as possible. Activities, such as water games, etc will be organized.

### **RAINY DAYS AT CAMP CROSBY**

Camp Crosby is rain or shine. Activities will be provided in our camp office building and our rainy-day pavilion and swim will be offered throughout the day, providing there are no thunderstorms. We believe strongly that being at camp on rainy days is an essential part of the camp experience. It teaches children that things do not always go as planned and that sometimes you must adapt to a change in routine and make the most of a less than ideal situation. **If the forecast calls for rain, please be sure to send your child with warm clothes in their back- pack, as it can get chilly when it rains.**

## LUNCH

We will be providing lunch for all campers free of charge. Lunches will include a sandwich, milk, juice, and a small snack. A menu will be distributed at the beginning of the camp season or at time of registration. If you do not wish to have your child receive a lunch, please let us know and be sure to follow the following lunch policies:

Campers, who do not want the lunch we provide, should bring a **COLD** lunch from home each day to camp. We have no means to heat up lunches at camp, so **ALL** lunches will be served cold. Also, please be sure that your child has plastic utensils if they need them.

## CAMP CROSBY & WILLIAMS AVE. RULES & REGULATIONS

At the Boys & Girls Club of East Providence, the safety of our members is our primary concern. Therefore, we have the following rules and regulations in place:

### Camp Crosby & Williams Ave. Rules

- **NO** hitting, pushing, shoving, kicking or any other type of contact is allowed between members.
- **NO** throwing of anything, except balls or other sports equipment during games.
- **NO** swearing!
- **NO** hot lunches – we do not have a way to heat up lunches, so **ALL** lunches will be served cold.
- **NO** eating outside of scheduled mealtimes.
- **NO** wearing of bathing suits under regular clothes. Please send all bathing suits in a separate bag. Campers must bring a bathing suit and towel daily there will be daily swim at Camp Crosby and Williams Ave. Clubhouse. Sharing of suits and towels is not allowed, **(even for siblings)**.
- **NO** playing on the rocks at the beach or going into the Mount Hope Bay unless a lifeguard has accompanied your tribe to the beach.
- **NO** cell phones and other electronic devices are allowed.
- **NO** bringing home any insects, animals, or marine life from camp.
- **NO** gum chewing.
- **NO** games of man hunt or hide and seek are allowed.
- **DO** show respect for others. **(Staff and Campers)**
- **DO** stay with your group at all times.
- **DO** send your child with adequate drinks each day. It can be hot and we do have bubblers, but most children prefer to have drinks from home.
- **DO** send your child with sneakers every day. They do not have to wear them, but they should bring them, so that they can fully participate in all activities.
- **DO** label all clothing and towels with your child's initials, so we can return lost items.
- **DO** make sure your child is dressed for the weather. Rainy days can be cool at Camp Crosby, so make sure they have appropriate warm clothes.

## **What to Leave at Home**

Camp is a special time away. Some of the things needed at home are not necessary at camp. In fact, there are a few items to leave at home. Campers will not need cell phones, radios or other music players, electronic games or pets. Items of significant value should stay at home.

Tobacco, alcohol, illegal drugs, fireworks, firearms, and weapons of any kind are prohibited at camp.

### **TOYS AND ELECTRONIC DEVICES FROM HOME & LOST AND FOUND POLICIES**

If your child has misplaced an item, the staff maintains a Lost & Found at the office. To help camp staff in returning found items to their rightful owners, please put your child's name on towels, bathing suits, backpacks, lunch boxes, etc. Lost & Found from Camp Crosby will be brought back to Williams Ave on Friday afternoon. All Lost & Found items will be kept for **TWO WEEKS**, after which time they are donated to charity.

**Please note that the Boys & Girls Club of East Providence is not responsible for the loss, theft, or breakage of any toys, electronic devices, etc. brought from home.**

**Cell phones will not be allowed at Camp. If you need to reach your child while at camp you can call the camp office at (401) 396-9790 or our main office at (401) 434-6776.**

In the event that a child breaks any camp rules, we follow the following discipline policy:

### **GUIDANCE AND DISCIPLINE**

One of the major objectives of the Boys & Girls Club of East Providence is to help children grow into responsible individuals. In cooperation with home, school, and community, we can best fulfill our role in this area by providing a constructive daily program that emphasizes honesty, respect, and responsibility.

Since we are a guidance-oriented agency, we will always take time to talk to a child with deficient behavior. Many times, all we need to do is talk with a child to mediate a disagreement or correct misconduct. However, if our normal remedial actions have no effect and the misbehavior continues, the following discipline procedure goes into effect.

#### **Level 1**

Staff talks to child emphasizing positive behavior, conduct and sportsmanship, and outlines why child is being spoken to.

#### **Level 2**

Staff reviews Level 1 and the child is given an appropriate consequence for their actions, typically a five minute “Time Out” from an activity.

### Level 3

Staff again reviews Level 1. At this time, the child may be given a second time out (typically ten minutes in duration) or may be sent to the Camp Director to discuss the problem. The Camp Director will also verbally notify the parent/guardian of misbehavior.

### Level 4

The child will be sent to the office, where they will meet with a senior camp staff member to discuss the problem. An appropriate consequence, for example, spending an Athletics period in the office will be levied. Written notification will be sent to parent/guardian requesting conference to address the child’s misbehavior.

### Level 5

A conference with parent/guardian will be scheduled with the possibility of suspension.

If problems continue to escalate beyond Level Five, the child and their parent/guardian will need to meet with the Associate Director and/or Executive Director of the EPBGC to sign a behavior contract, in order to continue participating in Club programs. If there is a serious, ongoing problem with a child, the camp director reserves the right to immediately suspend him/her with a follow up conference at a later date.

The executive director also reserves the right to revoke membership permanently in certain situations including, but not limited to, bringing weapons or drugs onto club property, threatening serious harm to other children or staff, and threatening serious damage to club property.

## BULLYING POLICY

Bullying is truly becoming an epidemic in our country. Believe it or not, it is the most common form of violence in America and is defined as “repeated intimidation.” Bullies are both boys and girls and bullying can be physical or psychological. Cyber bullying is also a serious problem. **(Cyber bullying—bullying that takes place using electronic technology)**. This includes devices and equipment, such as, cell phones, computers, and tablets, as well as, social media sites, text messages, and chat websites.

1. The first time a camper exhibits bullying behavior, that camper will be given a verbal warning by their counselor. The camp director will be informed of the situation.
2. The second time a camper acts as a bully, the camper will be sent to the office. He will be given a written warning by the camp director and will be punished either by sitting in time out in the office or by doing some community service acts at camp. The camp director will contact both the victim and the accused bully’s parents/guardians by phone to discuss the situation.

3. The third time a camper acts as a bully, the camper will be sent home from camp for the day. The camper can return the following day, provided that, the family meets with the camp director and Martin DeCosta. The family of the victim will also be contacted again.
4. The fourth time a camper acts as a bully, the camper will be sent home from camp for the day and will not be able to return until a behavior contract is drafted and signed by their parents and the staff.
5. If the behavior contract is violated by future acts of bullying, the camper will be expelled from camp.

### **TRANSPORTATION TO CAMP CROSBY**

Bus transportation is provided to and from Camp Crosby. Please review the following safety rules with your child and stress the importance of obeying them.

- 1) Seat belts (if present) must be worn tightly when the bus is in motion. No child is to unbuckle their seat belt or anyone else's seat belt until the bus has stopped.
- 2) No food, drinks or gum chewing on the buses. Please make sure your child has eaten breakfast before going to their bus stop in the morning.
- 3) No shouting or swearing.
- 4) No horseplay, such as, throwing things, hitting, pushing, etc.
- 5) No climbing over seats. All children must be seated at all times.
- 6) No hands, feet, etc. allowed outside of the bus windows at any time.

Continuous violations of safety rules will result in disciplinary action.

Please note that buses leave their stops PROMPTLY. Make sure to be on time.

### **POSITIVE REINFORCEMENT**

Rather than only focusing on the negatives, we feel that reinforcing positive behavior is a more effective tool in helping children grow and develop. In this spirit, we will be using a good behavior and positive attitude chart at camp. Good behavior, deeds (such as helping a fellow camper or assisting a staff member), and sportsmanship will be tracked on a weekly basis. Rewards for these good deeds will be determined by the Camp Directors.

## **QUICK REFERENCE SHEET**

### **Camp Address & Phone Number**

Camp Crosby  
Annawamscutt & King Phillip Roads  
Bristol RI 02809

(401) 396-9790

**Main Office Address & Phone Number**

Boys & Girls Club of East Providence  
115 Williams Avenue  
East Providence, RI 02914  
(401) 434-6776

**Camp Holidays**

Monday July 4<sup>th</sup>  
Monday, August 8<sup>th</sup> (Victory Day)

After School Care is a separate registration process from Camp. After School Care is not guaranteed. For more information on our After School program, please call the main office at 401-434-6776

**\* Please note that at the time this handbook was written the school calendar for the 2022/2023 school year had not been finalized. These dates are subject to change, pending the finalized 2022/2023 school calendar.**

## Camp Crosby Handbook Acknowledgement

I \_\_\_\_\_, hereby acknowledge  
Print Name  
that I received and have reviewed the Boys & Girls Club of East Providence's  
Camp Crosby Parent Handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## Field Trip Permission Form

I \_\_\_\_\_, hereby grant my  
Print Name

permission for my child \_\_\_\_\_  
Print Child's Name

to visit Colt State Park or Bristol Common on field trips with the Camp Crosby  
Summer Program, during the summer of 2022.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date