



**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 2024 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.

The following Kinder 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 is one form for your signature at the end of the packet to acknowledgement that you received and reviewed it. Please return this as soon as possible to the Membership Coordinator or Kinder Camp Director.

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

Best wishes for a happy and healthy summer!

Erin Gilliatt  
Executive Director

## **“CAMPER CARE” POLICIES**

Updated April 22, 2024

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 one 8-week session to all registered incoming East Providence Kindergarteners at our Clubhouse on Williams Ave. There will also be an opportunity for a single week at the end of summer that will be on a lottery system to those families who need it. Children going into kindergarten will spend their days at the Williams Ave. Clubhouse as part of our Kinder Camp program. Children will have access to outdoor play and water activities including pool swimming daily. There will be limited availability so register early. All Kinder Camp registration materials must be completed **no later than** the Wednesday June 19, 2024.

Although this program is free, all children enrolled in Kinder Camp 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.

If you have any questions about registration, please contact our office at 434-6776 x101 or contact our Membership Coordinator, Amanda Wheeler, at [awheeler@epbgc.org](mailto:awheeler@epbgc.org)

### **HOURS OF OPERATION**

Kinder Camp operates from 9:00 am-3:00 pm at the Williams Ave. Clubhouse. Campers will remain at the Clubhouse (an adjacent park) throughout the entirety of the summer. Any additional field trips to other areas will require a field trip permission slip signed by their parent/guardian. There is currently no before or after care available for Kinder Camp members. If you need before or after care, you must submit your need in writing to [mdecosta@epbgc.org](mailto:mdecosta@epbgc.org) before June 1, 2024. Before and after camp care may be available on a case-by-case basis for an extra fee and includes dinner.

Parents/guardians who do not pick up their child by their designated time, will be charged a **late fee of \$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.

### **AUTHORIZED PICKUP**

Child care regulations allow us to release children only to 1) The parent/guardian, 2) an adult individual (18 years or older) who has been authorized, in writing, by the parent/guardian to pick up the child, and whose identity can be verified by a photo ID. There will be no exceptions to this policy, so be sure that anyone you may want to pick up your child is listed on the Pickup Authorization Card when registering and be prepared to provide identification even if they have picked up before. **Additions, corrections, or deletions must be done in writing or in person by the**

**parent/guardian. You may email Amanda Wheeler [awheeler@epbgc.org](mailto:awheeler@epbgc.org) to make these changes.**

Parents/guardians, who have a protective or no contact order, against any individual must notify and provide a copy to the Camp Director or Membership Coordinator. If the person upon whom the order has been placed attempts to remove a child from the program, we will call the East Providence Police Department and notify you, as soon as possible.

## **HEALTH POLICIES**

### **ABSENCES**

As a parent, it is your responsibility to notify us if your child will not be attending camp for any reason. If your child has had a fever or thrown up in the last 24 hours, please refrain from sending them to camp. The safety of the children in our care is our paramount concern, so if your child is absent and we have not received a call from you, we may contact you to check on their status.

### **ILLNESS AT THE CLUB**

Parents will be contacted to pick up their children, within 30 minutes, if any of the following conditions exist:

- Fever (temperature of 100 degrees or above)
- Abdominal pain, breathing difficulty, or other pain, which is persistent, lasting at least 30 minutes
- Indications of a contagious disease
- Other symptoms (i.e. vomiting, diarrhea, rash) which the director feels warrants such action

Children may be excluded from camp activities until they are picked up if any of the following exist:

- The illness prevents the child from participating or resting comfortably
- The illness results in greater care need than the child care staff can provide without compromising the health and safety of other children

Children may return to the program under the following conditions:

- If the child has a fever, a note from a doctor must be provided stating that they have tested negative for Covid-19 and be fever free for 72 hours without fever reducing medication
- If a child tests positive for Covid-19, please call the office. We will follow the current Department of Health Guidance
- In the case of vomiting or diarrhea, children must be symptom free for 24 hours before returning to the program
- Antibiotic treatment has been given for at least 24 hours
- Lesions have dried and crusted
- If seen by a doctor, child has been cleared to participate in regular activities

Parents will be notified in the case of any communicable disease such as Mumps, Measles, or Chicken Pox.

## **EMERGENCIES**

Emergency information should be kept up to date. Staff must be able to contact parents in case of an emergency. If changes occur, please notify the membership coordinator in writing or via email at [awheeler@epbgc.org](mailto:awheeler@epbgc.org)

In the event of a medical emergency staff will:

1. Call 911
2. Call parents
3. Call emergency contacts if the parents cannot be reached

\*Depending on the urgency of the situation, parent may be contacted prior to initiation of EMS (911)

## **FIRST AID PROCEDURES**

Each room has a first aid kit that is accessible to staff in case of emergency. Staff certified in first aid and in accordance with the recommended procedures will use all first aid supplies and/or equipment. All staff must be first aid certified within six months of employment. One staff member certified in CPR must be on the premises during all hours of operation.

## **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 medication will be given only with written permission from parental authorization **and** the written consent of the child's physician. Written consent from the child's physician must include the medication(s), the dosage, and criteria for its administration.

Whenever possible, medications should be given at home. First dosages must be administered by the parent at home in case of an allergic reaction.

Parents/guardians must give any medications to a Boys & Girls Club Director. Do not send it in with your child.

The Camp Director will be responsible for the administration of medication. In their absence, the most senior leadership staff member will administer medication. The Club will maintain a written record of the administration of any medication which will include the child's name, the time and date of each administration, the dosage, and the name of the staff person administering the medication. This complete record will become part of the child's file.

All unused medication will be returned to the parent.

## **ALLERGIES**

Allergies should be identified by the parent on the registration form, so that known allergens can be avoided.

An allergic child may be removed from the environment causing the allergic reaction, or the allergen is taken out of the child's space, as appropriate to the situation.

Food allergies are noted to the appropriate staff and a special diet may be posted for the child.

## **INJURY REPORTS**

An injury report for any incident which requires first aid or emergency care will be maintained in the child's file. The injury report includes the name of the child, date, time, and location of accident or injury, description of injury and how it occurred, name(s) of witness(es), name(s) of person(s) who administered first aid, and first aid required. Staff will use the Injury Report form to record the above information. Staff will submit the completed form to the Camp Director for review.

Parents are asked to review and sign the Injury report and may ask to receive a copy of the report for their own records. Parent signature is required to document that the parent has been notified of the injury.

Parents will be notified immediately if any injury requires emergency care or involves an injury to the head or neck area.

## **CHILD ABUSE AND NEGLECT POLICY AND PROCEDURES**

All staff members are mandated reporters according to the Rhode Island General Law. This means that if a staff member has a reasonable suspicion of abuse or neglect of a child he/she must file a report with the Department of Social Services.

The following procedures will be followed:

1. A staff member who suspects abuse or neglect must document his/her observations including the child's name, date, time, child's injuries, child's behavior, and any other pertinent information. The staff member will discuss this information with the Camp Director.
2. The Camp Director or the staff member with the assistance of the Camp Director will make a verbal report to DCYF, to be followed by a required written report 51A within 48 hours.
3. If a staff member feels that an incident should be reported to DCYF, and the Camp Director disagrees, the staff member may report to DSS directly.
4. All concerns of suspected abuse and neglect that are reported to DCYF will be communicated to the parents by the Camp Director unless such a report is contra-indicated.

### **Procedures for Identifying and Reporting Child Abuse/Neglect while in the care of the Club.**

It is the Club's commitment to protect all children in care from abuse and neglect. The following are procedures for reporting suspected child abuse/neglect while the child is in the Club's care:

1. Any report of suspected abuse or neglect of a child will be immediately reported to the Department of Children, Youth, & Families.
2. A meeting will be held with the staff member in question to inform him/her of the filed report.

3. The staff member in question will be immediately suspended from the program pending the outcome of the DCYF investigations.
4. If the allegations of abuse and neglect are substantiated, the employee will be immediately terminated.

## **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.

Notices will also be posted on Class Dojo so please be sure to sign up for Class Dojo at the beginning of the summer.

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 outdoor athletic activities will be suspended.

### **RAINY DAYS AT KINDER CAMP**

Kinder Camp is rain or shine. Indoor and outdoor activities including swim and the park will occur 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 but fun can be found in many different places. **If the forecast calls for rain, please be sure to send your child with warm clothes in their backpack, as it can get chilly when it rains.**

### **SWIM & WATER ACTIVITIES AT KINDER CAMP**

Kinder Camp will participate in daily water activities including swimming in our pool and playing at the splash pad at the park. It is Boys and Girls Club policy that no bathing suits are to be worn under regular clothes. Please send all bathing suits in a separate bag and remember that it will be wet each night. Campers must bring their own bathing suits and towels daily; the Club is unable to provide either to campers. Each camper must have their own suit and towel, there is no sharing of suits or towels, even among siblings. All campers must remain in the shallow end until they have passed their swim test. Swim tests are provided weekly by our certified lifeguards. Certified Lifeguards will be stationed at and monitoring our pool for the entirety of each swim session. Campers who are unable to swim will be provided with the option of using floaties in the pool (provided free of charge by the club) or participating in our outdoor park and splash pad time instead.

## **LUNCH-SNACK-WATER BOTTLES**

We will be providing lunch for all campers free of charge. Lunches will vary but most include a hot food or cold sandwich, milk, juice, a vegetable, and fruit. A monthly menu will be available on Class Dojo. 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 will not heat up lunches at camp, so **ALL** lunches brought from home will be served cold. Also, please be sure that your child has plastic utensils if they need them.

There will be a designated snack time each day for campers. Please provide campers with a snack that does not need to be heated and that can be easily consumed during story time.

All Campers must come to camp with a water bottle every day. Hydration is important for our campers during the summer months and our building does not have water fountains. Therefore, we ask that all campers bring their own water bottle – **clearly labeled with their name** – to camp every day.

On a case-by-case basis, if a camper forgets their snack or water bottle, we will be able to provide them with a snack and water, but campers who consistently ask for us to provide these items, will be charged a **fee of \$5.00 per child per day**.

## **KINDER CAMP 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:

### **The Do's & Don'ts - Williams Ave. Clubhouse 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** 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 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, so make sure they have appropriate warm clothes.

- **DO** pack an extra pair of clothes. All campers **MUST** be potty-trained in order to attend Kinder Camp, but we understand that accidents happen. Our policy states that parents/guardians will be notified if a camper has an accident. If a camper has another change of clothes (that is **NOT** their bathing suit) they may change clothes and remain at camp. However, if a camper does not have extra clothes, parent/guardian will be expected to pick up their camper early or bring them unsoiled clothes.

## What to Bring

Please keep in mind that all campers will have time indoors and outdoors each day and will be participating in a variety of activities which may get messy. We recommend that campers come in clothes that can acquire any or all of the following: grass stains, paint, mud, sand, water, ink, glue, slime, etc. Staff will take precautions, like smocks, when working with messier materials but please do not send your camper in anything that you or your child would be upset if it was permanently stained.

Below is a helpful list of items we recommend your camper brings to camp every day.

### **ALL items should be labeled with name/initials**

- Sunscreen
- Bug spray (tick repellent)
- Water bottle
- Swimsuit & towel
- Change of Clothes
- Sneakers (wear during physical activities)
- Hat/Sunglasses
- Snacks & Lunch (if desired)
- Goggles & Earplugs (if desired)
- Blanket & Pillow (if participating in nap time)
- Backpack
- Separate bag (for wet swimsuit & towel)

## 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, personal toys, or money. 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 in the main 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. 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 our main office at (401) 434-6776.**

### **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. Staff will help camper to replace negative behavior with positive expected behavior through positive language and modeling.

#### **Level 2**

If behavior continues to impact the camper or classroom environment, the staff will review the Level 1 expectations and the child is given an appropriate consequence for their actions, typically a "Time Out" from an activity followed by a Restorative Justice practice to initiate the camper back into the group.

#### **Level 3**

If behavior continues and the Level 2 natural consequence has not helped to improve said behavior, the staff will communicate with the Camp Director. The Camp Director will discuss the problem with the staff and child and create a short-term behavioral plan. An incident report will be completed to document this plan.

#### **Level 4**

If behavior continues to escalate and no improvement is made using the short-term behavioral plan, the Camp Director will notify the parent/guardian of misbehavior and discuss additional consequences that will be levied at the club or at home. Suspension is possible at this level of continued misconduct.

#### **Level 5**

Any continued misbehavior after level 4 will directly result in a parent/guardian conference with the Camp Director and Director of Social and Emotional Wellness. Any

child needing a conference at this level will be suspended until all parties can attend a conference to discuss behaviors and create a plan.

If problems continue to escalate or if there is a serious safety concern such as fighting, sexualized behavior, or elopement, 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/to speak with the director. They will be given a written warning by the camp director and will receive a consequence within the Restorative Justice framework to help rebuilt their camp community. The camp director will contact both the victim and the accused bully’s parents/guardians 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 Associate Director. The family of the victim will also be contacted again. The Restorative Justice model will be utilized appropriately during this process.
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.

### **HATE SPEECH POLICY**

The Boys & Girls Club of East Providence has a zero-tolerance policy for hate speech, defined organizationally as any form of expression through which speakers intend to vilify, humiliate, or incite hatred against a group or a class of persons on the basis of race, religion, skin color sexual identity, gender identity, ethnicity, disability, or national origin.

If a youth member of the Boys & Girls Club of East Providence is reported to have used hate speech directed to any club members, staff or volunteers, said individual will be placed on immediate in-house suspension pending an investigation into the matter. If there is evidence that hate speech was used, the member must be picked up immediately and then serve a two-day suspension from Club activities. When they return to the program, they will do so on a behavior contract thus that future incidents of hate speech will result in immediate expulsion from the Boys and Girls Club of East Providence.

### **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/positive attitude reward system on Class Dojo at camp. Positive behavior, deeds (such as helping a fellow camper or assisting a staff member), and sportsmanship will be tracked on a daily basis. Rewards for these positive camp community acts will be determined by the Camp Director and distributed on Fridays at Trading Post. Camp will also celebrate positive recognition in our closing circle every day and each week with a “Camper of the Week” who will be featured on Class Dojo and in our monthly newsletter.

## **QUICK REFERENCE SHEET**

### **Camp Director**

Heather Frampton

[hframpton@epbgc.org](mailto:hframpton@epbgc.org)

### **Membership Coordinator**

Amanda Wheeler

[Awheeler@epbgc.org](mailto:Awheeler@epbgc.org)

### **Main Office Address & Phone Number**

Boys & Girls Club of East Providence

115 Williams Avenue

East Providence, RI 02914

(401) 434-6776

### **Camp Holidays & Important Dates**

#### Holidays (Camp closed)

Thursday, July 4<sup>th</sup>

Monday, August 12<sup>th</sup>

#### Important Dates

Monday, June 24<sup>th</sup> – First Day of Camp

Friday, August 16<sup>th</sup> – Last Day of Camp

Monday, August 19<sup>th</sup> – Friday, August 23<sup>rd</sup> – Full Day Camp – Separate Registration required

Monday, August 26<sup>th</sup> – Monday, September 2<sup>nd</sup> – Club Closed – No on-site or school-site care available

After School Care for the 2024-2025 school year 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 2024/2025 school year had not been finalized. These dates are subject to change, pending the finalized 2024/2025 school calendar.**

## Kinder Camp Handbook Acknowledgement

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date