



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

WELCOME!

Welcome to the 2025 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 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!

Erin Gilliatt
Executive Director

“CAMPER CARE” POLICIES

Updated March 1, 2025

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 for Camp Crosby and Camp Williams and a single week at the end of summer that will take place at our Clubhouse on Williams Ave. If your child is going into 1st grade, you may register your child for Camp Williams. If your child is going into 2nd grade, you will have a choice of them attending Camp Crosby or staying at the Club as part of our Camp Williams program. Daily swim and outdoor play will happen at both Camp Crosby and Camp Williams. There will be limited availability, so register early. All 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, 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. If you fail to notify us in writing as outlined above, you will not receive a refund.

All children enrolled in one of our summer camp programs 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, unless your child is a current member. If your child's membership expires during the Camp season, you will need to renew membership for them to continue in the Camp program. 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 x101.

HOURS OF OPERATION

Camp Crosby and Camp Williams 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 after camp care includes 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, or 3PM for Kinder Launch 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 \$300-\$450 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 session 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 is absent and we have not received a call from you, we may contact you to check on their status.

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 Director. Do not send it in with your child.

TRANSPORTATION TO CAMP CROSBY

Children 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 8:10am. If you are registered for Camp Crosby or Camp Williams, you must arrive at the Club at 8:15am.

The Boys and Girls Club will not provide transportation to Camp Crosby 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. Buses will return to the Club at approximately 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.

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 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.
- **NO** sharing of suits and towels, **(even for siblings)**.
- **NO** playing on the rocks at the beach or going into the Mount Hope Bay unless a lifeguard has accompanied you 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 Crosby 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

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:

- DO show respect for staff and other children at all times.

- DO follow the rules of play listed for each activity in the games room.
- NO hitting, pushing, shoving, kicking or any other type of contact is allowed between children.
- NO throwing of anything, except balls or other sports equipment during organized games.
- NO swearing.
- NO gum chewing.
- NO running in the building, except during structured athletic activities.
- NO weapons of any kind are allowed at the Club. Violation of this policy is grounds for immediate expulsion.
- NO tobacco, alcohol, or other drugs are allowed at the Club. Violation of this policy is grounds for immediate expulsion.

In addition, specific spaces may have established group norms and rules that pertain to their specific programs.

BEHAVIOR SUPPORT

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.

Behavior support begins with safety. When people do not feel physically and emotionally safe they may react to experiences from a place of survival (fear) rather than logic. Often this can lead them to make reactive decisions that are motivated by strong emotions, rather than behavior choices that are safe, healthy, and build relationships.

Behavior is an observable action and form of communication; behavior support is a process of understanding what youth are communicating with their actions and using that information to adjust their environment and teach skills that promote positive behavior.

The 5 Guiding Principles of Behavior Support

- All behavior is communication.
- All youth are in the process are learning about their own behavior. As youth learn to meet expectations they will often act in ways that are challenging or concerning.
- People interpret behavior based on culture, upbringing and experience.
- Behavior is an opportunity to learn how youth respond to their environments, and the skills they are working on in those spaces.
- Behavior support is a team approach that should include the youth, parents, mentors, elders, or other caregivers, and supportive adults in the youth's life.

At the Boys & Girls Club of East Providence

Positive Behavior Support:

- Understands that youth do well if they can, not if they want to
- Takes into account equity and cultural differences
- Understands individual youth needs (i.e. responds to individual differences among youth with insight and sensitivity), providing reasonable accommodations when able
- Is explicit, reasonable and timely
- Is logical, consistent, developmentally appropriate, and considerate of the circumstances
- Relies primarily on supportive environments, staff relationships, and positive youth development as prevention
- Ensures parent and youth voice in the creation of management plans
- Increases the youth's awareness of the impact of their behavior and provides an opportunity to take full responsibility for it
- Builds a sense of community and its capacity for resolving conflict and maintaining a positive culture
- Teaches youth responsibility, regulation, and how to solve their own problems
- Tries to get at the root of the need behind the behavior
- Utilizes Trauma Informed Care by prioritizing: Physical and emotional safety, stability and predictability, equity, empowerment and choice, and connecting with the positive adult mentor
- Recognizes that staff and Clubs need to examine, with a TIC lens, our environments, expectations, and communication to ensure we are truly setting our youth up for success

Club behavior support and response procedures take into consideration:

- Impact on the youth expressing behavior (loss of dignity, extreme emotional duress, threat of harm to self)
- Impact on others (physical harm, emotional harm, loss of property)
- Impact on the program (loss of ability to run programs, maintain safe and positive culture)
- Duration
- Frequency
- Age and developmental level of youth
- Individual circumstances
- Does the youth have a documented disability that impacts their behaviors or responses
- The Club's ability to provide reasonable accommodations
- The experience of the individual youth, including ACEs, as well as

their strengths

- The experience of the larger Club community

Behavior responses or practices that are never acceptable at the Club:

- Restraint and seclusion
- Withholding of basic needs (food, water, bathroom use)
- Any form of physical punishment, including push-ups or running laps
- Verbal abuse (berating, taunting, name-calling)
- Emotional Abuse (belittling, threatening, shaming)

Levels of Behavior Response

Level 1

Minor behaviors with low impact to Club community, including running in the hallway during transitions, minor verbal conflicts, arguments over toys, not respecting personal space, not using supplies as intended, etc.

Consequences will be led by program staff and may include reminders and redirection, re-teaching expectations, written or verbal apology, temporary loss of privileges, or similar minor behavior corrections.

Level 2

Moderate impact on the Club community. Behavior has potential to cause emotional or physical harm, property damage or disruption of the Club environment if continued. Examples include pushing someone in line, throwing items, ripping up someone's artwork, disrupting program activities, refusing the follow staff member's reasonable requests.

Consequences are led by site directors in consultation with leadership staff, and may include restorative practice strategies, logical loss of privilege, developmentally appropriate logical consequence, potential parent conference or phone call.

Level 3

Major impact on the Club environment, behavior causes physical or emotional harm, property damage and/or provides a major disruption to the Club environment. Examples include intentional physical aggression (hitting, biting, kicking, etc), running away/elopeing outside the current program space without staff permission, stealing, serious threats of harm to other, technology misuse (intentionally searching inappropriate topics), strong emotional response (kicking,

yelling, emotional distress) that cannot be resolved or redirected by staff, causes major program disruption.

Consequences will be decided in consultation with club administrative staff and may include: immediate pick up by parent/guardian, suspension, expulsion, and loss of Club privileges.

Level 4

Behavior is very dangerous, illegal, had the potential to cause very serious threat of harm to self or others, and/or potential to cause major property loss. Examples include: possession of a weapon, use or a weapon and weaponized object that has the potential for serious harm; use or possession of alcohol or drugs, physical aggression that results in medical treatment, arson, intentionally touching someone else's genitals/genital area, running away to a dangerous area (off the bounds of the property, into a street, etc).

Consequences will always include input from senior Club leadership and will include suspension or expulsion. As appropriate, Club staff will also engage with emergency services for assistance with these behaviors.

Incident report will be written and given to parents to review and sign for all behaviors that are at level 2 or above. Parents are required to sign the incident report. Signature will provide proof that the parent was notified of the incident. If a parent disagrees with what happened on the incident report, they can make a note on the form and the Childcare/Site Director or their supervisor will review the issue, however the parent must still sign the incident report. If the parent refuses to sign the incident report their child will not be allowed back into the program until the report is signed and a conference with the Childcare/Site Director is held.

BULLYING POLICY

Examples of bullying behavior include:

- Punching, shoving and other acts that hurt people physically
- Spreading rumors about people
- Keeping certain people out of a group
- Teasing
- Getting certain people to gang up on others
- Making negative comments about someone's appearance

The Boys & Girls Club of East Providence has adopted the following bullying policy, separate from our discipline policy outlined above.

1. The first time a child acts as a bully, they will be sent to the office. S/he will be given a written warning by the unit director and as a consequence will either sit in time out in the office or by doing some community service acts at the Club. The site director will contact both the victim and the accused bully's parents/guardians by phone to discuss the situation.
2. The second time a child acts as a bully, the child will be sent home from the Club for the day and will not be able to return until a behavior contract is drafted and signed by their parents and the staff.
3. If the behavior contract is violated by future acts of bullying, the child will be expelled from our program.

HATE SPEECH POLICY

The Boys & Girls Club of East Providence has a zero-tolerance policy for hate speech, definite 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. Following the investigation, the matter will be referred to a review committee, which will be comprised of five staff members, including 1 -2 members of the Club's senior leadership team; 1 – 2 program or site directors; and 1 youth development professional or administrative professional. If the review committee is unable to meet on the same day of the incident, due to the timing of the event, then the member will be suspended the next program day pending the completion of the review.

If this review committee finds 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 programs, they will do so on a behavior contract thus that future incidents of hate speech will result in immediate expulsion.

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.

- 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.
- No food, drinks or gum chewing on the buses. Please make sure your child has eaten breakfast before being dropped off (unless in before camp care) in the morning.
- No shouting or swearing.

- No horseplay, such as, throwing things, hitting, pushing, etc.
- No climbing over seats. All children must be seated at all times.
- 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 PROMPTLY. Make sure to be on time.

QUICK REFERENCE SHEET

Camp Address & Phone Number

Camp Crosby
152 Annawamscutt Drive
Bristol RI 02809
(401) 895-6511

Main Office Address & Phone Number

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

Camp Holidays

Friday July 4th
Monday, August 11th (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