



**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 2026 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** (Americans with Disabilities 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 10 one-week sessions for Camp Crosby. Camp is open for members entering Kindergarten-8th Grade in the fall of 2026. Daily activities at Camp Crosby will include swim, lunch, enrichment activities and outdoor play. 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 before the session begins. 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 one of our summer camp programs must be members of the Boys & Girls Club of East Providence. Registration fee is \$30.00 and must be paid at the time of camp registration. 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 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 will operate from 8:30am-5:00 pm. Buses will depart from Camp Crosby in Bristol no later than 4:15 PM. Buses will return to East Providence at approximately 5:00pm. There are limited spots available at our clubhouse for before camp care from 6:30am-8:30am and after camp care from 5:00pm-6:00pm. Before and after camp care is available for an extra fee.

Parents/guardians who do not pick up their child(ren) by their designated time, 5:00pm if registered for camp or 6:00pm if registered for after camp care will be charged a **late fee of \$15.00 for pick up during first 15-minute block and an additional \$15 for each following 15 minute block**. 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 \$175-\$235 per week. 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 a 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.

## **HEALTH AND WELLNESS POLICIES**

### ***Important Notes:***

- All medical information in the Child Profile needs to be filled out accurately, including emergency contact information, allergies, and any medical conditions. Parents/Guardians are also expected to sign up for **Class Dojo** for camp wide notifications.
- Staff must be able to contact parents in case of an emergency. If changes occur, please notify by email [awheeler@epbgc.org](mailto:awheeler@epbgc.org) and [tjones@epbgc.org](mailto:tjones@epbgc.org)
- Evacuation and emergency response plans are in place and we conduct regular fire drills.
- Parents will be notified in the event of an injury to the head (neck and above) no matter the severity.
- EPBGC requires all children attending to be toilet trained.
- Children must be able to communicate their need to use the bathroom.
- Children must show independence in toileting.

### **EMERGENCIES**

#### **The Club will immediately call 911 when:**

- Child loses consciousness, even briefly.
- Child has a visibly broken bone.
- Child has an injury with uncontrolled bleeding.
- ANY injury that appears life-threatening.

After calling 911 in any above case, a senior staff member will immediately call parent/emergency contacts.

A Club senior staff member will ride to the hospital with the child if the parent is unable to reach the Club before the ambulance arrives.

#### **The Club will contact parent FIRST, then 911 when:**

- Child has laceration that may need stitches, but bleeding can be controlled.
- Child has possible broken bone.
- Other significant but non-life threatening injury (puncture wounds, etc)

## **Illness Policy**

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

- Fever (temperature of 100° 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 staff feel warrants such action

Children may return to the program under the following conditions:

- Children must be symptom free and fever free without the use of fever reducing medications for 24 hours before returning to the program
- Antibiotic treatment has been given for at least 24 hours.
- Lesions (chicken pox) have dried and crusted.
- If seen by a doctor, the child has been cleared to participate in regular activities.

## **Managing Infectious Disease**

Children who exhibit symptoms of the following types of infectious diseases, such as gastro-intestinal, respiratory, and skin or direct contact infections, may be excluded from the Club if it is determined that any of the following exist:

- The illness prevents the child from participating in the program activities or from resting comfortably
- The illness results in greater care needed than the childcare staff can provide without compromising the health and safety of the other children
- The child has any of the following conditions: fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness:
  - Diarrhea
  - Vomiting two or more times in the previous 24 hours between home/club
  - Mouth sores, unless the physician states that the child is non-infectious
  - Rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease
  - Conjunctivitis/pink eye until examined by a physician and approved for re-admission, with or without treatment
  - Tuberculosis, until the child is non-infectious
  - Impetigo, until 24 hours after treatment has started or all the sores are covered
  - Head lice, free of all nits or scabies and free of all mites
  - Strep infection, until 24 hours after treatment and the child has been without fever for 24 hours
  - Chicken pox, until last blister has healed over

3.) A child who has been excluded from childcare may return after being evaluated by a physician, physician's assistant, or nurse practitioner, and it has been determined that he/she is considered to pose no serious health risk to him/her or to other children. Nevertheless, the Club may make the final decision concerning the inclusion or exclusion of the child.

4.) When a communicable disease has been introduced into the Club, parents will be notified immediately by the Childcare/Site Director. Whenever possible, information regarding communicable disease shall be made available to parents.

## **MEDICATIONS**

### **ALL MEDICATIONS**

- The first dosage must be administered by the parent at home in case of an allergic reaction.
- All medications must be given to the Camp Director or Membership Director directly by the parent.
- All medications will be stored out of reach of the children. All medications that are considered "controlled substances" will be locked and kept out of reach of children.
- The administration of medication will be conducted by leadership staff.
- 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 completed record will become part of the child's file.
- All unused medication will be returned to the parent.

### **PRESCRIPTION MEDICATION**

- Prescription medication must be brought to the Club in its original container with a prescription label.
- The Club will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician.
- The parent must provide written authorization for the Club to administer any medication.

### **NON-PRESCRIPTION MEDICATION**

- Non-prescription medication will be given only with the written consent of the child's physician. Campers are not allowed to carry any non-prescription medications with them to camp.

- The Club will accept a signed statement from the physician listing the medication(s), the dosage, and criteria for its administration.
- Along with the written consent of the physician, the Club will also need written parental authorization.

### **CAMP-WIDE NOTICES**

In the unlikely event of a widespread medical emergency at camp, parent notifications will be communicated via Class Dojo and email to every family within 24 hours.

### **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. 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.

## **TRANSPORTATION**

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 not registered for before camp care, you must arrive at 8:30am. Buses will leave Williams Avenue Clubhouse promptly for Camp Crosby at 8:45am.

**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 4:15pm. If you are picking up your child at camp, you must be at the Camp before 4:00pm or your child will be sent on the bus. Buses will return to the Club at approximately 5:00pm.

### **BUS RIDING EXPECTATIONS/POLICIES**

- 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 and potential loss of bus privileges.**

## **CAMP CROSBY HELPFUL TIPS!**

### **Swimming:**

- **Be prepared for swim!!** 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. Children SHOULD NOT wear bathing suits under clothing either before or after swim.
- **NO** sharing of suits and towels, **(even for siblings)**.

### **Bring to Camp:**

- Adequate drinks including a refillable water bottle.
- Adequate foot wear.
- Clothing appropriate for the weather. Camp can be cool, especially on rainy days.
- **Please label all water bottles and clothing** so that lost and found items can be returned easily. All Lost & Found items will be kept for **TWO WEEKS**, after which time they are donated to charity.

### **Leave at home:**

- Cell phones and other electronic devices.
- Toys, stuffed animals, cards (ex. Pokemon) **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.**
- Gum or candy

### **Leave at camp:**

- Insects, animals, sticks, rocks, or marine life.

## **GUIDANCE AND DISCIPLINE**

At the Boys & Girls Club of East Providence, the safety of our members is our primary concern. We are committed to providing a physically and mentally safe and friendly environment where members can grow, learn, and play. Club staff will investigate any potential violations of our behavior policy. Please note that due to confidentiality, we are not allowed to discuss details involving members other than your child.

### **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 of 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 our 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 include (but are not limited to):

- Running, unless participating in organized recreational activities
- Minor verbal conflicts
- Arguments over toys
- Not respecting personal space
- Not using supplies as intended
- Using personal tablets, computers or cell phones (unless authorized by a club staff)
- Trading or exchanging toys or personal items

Consequences will be led by program staff and may include:

- Reminders and redirection
- Re-teaching expectations
- Written or verbal apology
- Temporary loss of privileges

### **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. Including:

- Pushing someone
- Throwing items
- Ripping up someone's artwork
- Disrupting program activities
- Refusing to follow staff member's reasonable requests.
- Repeated violations of level 1

Consequences are determined by site directors in consultation with leadership staff, and may include:

- Logical loss of privilege
- Developmentally appropriate logical consequences
- Potential parent conference or phone call
- Suspension

### **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/eloping outside the current program space without staff permission
- Stealing
- Serious threats of harm to others
- Technology misuse -intentionally searching inappropriate topics, taking recording/audio/pictures while in club care
- Strong emotional response (kicking, yelling, emotional distress) that cannot be resolved or redirected by staff, causes major program disruption.
- Bullying-see appendix for definition
- Hate Speech-see appendix for definition

Consequences will be decided in consultation with Club Leadership Staff and may include:

- Immediate pick up by parent/guardian
- Loss of Club privileges
- Suspension
- Expulsion

### **Level 4**

Behavior is very dangerous, illegal, has 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 of a weapon or weaponized object that has the potential for serious harm
- Use or possession of alcohol, drugs, tobacco and vapes
- Physical aggression that results in medical treatment
- Arson
- Inappropriate Touching:
  - Touching another person's genitals, breasts, or buttocks.
  - Asking others to touch their private body parts.
  - Touching others in a way that makes them uncomfortable
- Elopement, running away to a dangerous area (off the bounds of the property, into a street, etc).

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

**Incident reports:**

- 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.

## **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 3rd (4th of July Observed)  
Monday, August 10<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, ext. 101.

## **APPENDIX**

### **BULLYING DEFINITION**

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 (exclusion)
- Teasing
- Getting certain people to gang up on others
- Making negative comments about someone's appearance

### **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. Following the investigation, the matter will be referred to a review committee, which will be composed 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.