



**BOYS & GIRLS CLUB
OF THE PLATEAU**

Summer Camp Orientation Guide

Please read over this summer camp orientation packet carefully with your child.

Programming Hours:

Monday – Friday

7:30 am - 6:00 pm

Important Dates:

Summer Camp Begins: Monday, June 10th

Club Closed: Tuesday, June 18th

Club Closed: Thursday, July 4th - Friday, July 5th

Last day of Summer Camp: Friday, August 9th

Our Program

We strive to make our Club a fun and exciting environment for all our members to ensure they have the best summer ever! Club members are placed in groups based on their grade level with trained counselors. During the day, campers will participate in a variety of activities including:

- **Triple Play** (*BGCA's health and wellness program to promote active lifestyles*)
- **Healthy Habits** (*emphasizes good nutrition, regular physical activity and improved overall well-being*)
- **High-Yield Activities** (*fun with a purpose, typically group games designated to promote healthy social relationships*)
- **STEM & Art** (*educational activities aimed to foster inquiring minds, logical reasoning, collaboration skills, & creative expression of thoughts and feelings*)
- **Imaginative Play** (*structured free play to let the imagination run wild*)
- **Reading Siesta** (*quiet time to relax with a book or just have some down time*)

Much of our time will be spent outdoors, so it is imperative that campers arrive prepared for the day! Please refer to the FAQs for a suggested day packing list.

Our Staff

BGCP staff specialize in youth development. Club staff participate in frequent training sessions that enable us to provide a safe and fun atmosphere for kids. Most of our daily program counselors are university students pursuing a wide variety of degree areas that directly align with the BGCP mission (including education, parks and recreation, recreational therapy, environmental health, and psychology). For more information about our leadership team, please visit our website.

Field Trips

We will be going on many field trips throughout the summer! While most of our field trips will involve all members from a grade to go on a field trip, campers may have certain field trips they sign themselves up for. You will be notified about all the field trips BGCP will have every week through email and signage in the lobby. If your child is not able to sign up for a planned trip or would not like to go on a group trip with their grade, please notify Magnolia, our Administrative & Membership Coordinator.

We also ask that you communicate with your child if they will be unable to attend certain trips so that they do not attempt to sign up if you have a scheduling conflict. Common field trips include local area hikes such as Gorges State Park, Whiteside Mountain, art activities at the Bascom, nature programs with Highlands/Cashiers Land Trust. We also take advantage of the wonderful summer library programs offered for youth.

Water Days

BGCP hosts water days either outside at our pavilion or by going on an off campus field trip to the pool. On water days it is important for your child to bring a swimsuit, towel, and closed toe water shoes. We strongly encourage children's swimwear to be something that they feel comfortable wearing and recommend packing a cover up and extra pair of clothes as well. If your child does not have a swimsuit on water days, they will not be able to participate in the water activities. If your child does not have a swimsuit on pool or lake days, they may be asked to stay at club with another grade level. **If a child does not have closed toe water shoes they will have to wear the closed toe shoes that they came to Club in.** Members who refuse to wear their closed toe shoes on water day will be sent home.

Movie Days

We show movies and visit the library for movie days during the summer. Members in 1st - 6th grade will watch movies that are PG rated. If you are not comfortable with your child watching PG rated movies such as, (Sing or How to Train Your Dragon), please notify the office so we can make other arrangements. Members who are in our Teen program (7th - 12th grade) will watch movies that are PG and PG-13 rated. If you are not comfortable with your child watching PG-13 rated movies please notify the office so we can make other arrangements.

Meals

BGCP will not be providing lunches this year. Parents are responsible for packing lunches for their child that do contain any nut products. Please keep in mind that BGCP does not have a way to warm up food for your child's lunch. Everyone will have lunch around noon each day and BGCP will provide a snack for your child to have in the afternoon. Please make sure your child has breakfast before coming to camp.

Injury & Illnesses

If a camper is injured during Camp or receives any type of first aid, staff members fill out an Injury Report for parent/guardian to sign at pick-up time. Many of our staff are certified in First Aid and CPR. We will attempt to notify parents immediately of any major injuries or illnesses. Sick members will not be allowed to participate in camp activities and must be picked up from the Club to prevent spread of contagious illnesses.

***** Any members with a fever, vomiting, or diarrhea may not return to camp until 24 hours after the fever has broken and/or symptoms are no longer present. *****

Safety Drills

Over the course of the Summer, BGCP will conduct a safety drill at least once every month. These drills are important to execute so that members and staff know what to do in case of an emergency at club. You will be notified about when these safety drills will occur through the weekly emails that will be sent out. If you would not like for your child to participate in these drills please refrain from bringing them to club on these safety drill days.

Apparel

Members who are attending Summer Camp must wear appropriate clothing and closed toe shoes at all times. The only exception to this policy is water days, where members may wear swim attire that they feel comfortable in. **For the safety of our members and staff, everyone must wear closed toe shoes at all times.** Members will be sent home if they are not wearing closed toe shoes or refuse to wear closed toed shoes.

Personal Belongings

All backpacks, lunchboxes, water bottles, and towels must be labeled with your child's first name and last initial. Parents are welcome to label their child's belongings with a luggage tag, permanent marker, or sticker. Staff who find personal items that are not labeled with your child's name will write it on the item using a permanent marker.

If your child brings a personal item from home, BGCP is not responsible for the item if it becomes lost, stolen, or damaged. Unlabeled, unclaimed personal items will be placed in the lost and found. If items are not claimed from the lost and found, they will be donated or thrown away by the end of the summer. Personal items include but are not limited to:

- toys
- games/sport cards
- towels
- water bottles
- stuffed animals
- fidgets
- jewelry
- eyewear
- etc.

We strongly encourage toys and other personal items to be left at home if they do not need to come to Club!

Pick up and Drop off

Parents will be able to drop off members between 7:30 am - 9:00 am and pick them up between 4:30 pm - 6:00 pm. Parents will only be able to drop off and pick up their children at the location they have registered for. If you would like to pick up or drop off from another location or at a different time please contact Magnolia, the Administrative & Membership Coordinator.

Please be aware that if you try to drop off your child after 9:00 am your child may not be able to program with their group that day as we have many field trips happening over Summer Camp. If you are also wanting to pick up your child before 4:30 pm your child might be on a field trip and unable to leave at a certain time before 4:30 pm.

Late Fees

All Club Members must be picked up by a parent or guardian by 6:00 pm. If a child has not been picked up by 6:10 pm, BGCP will charge \$5 to the family's account per child that has not been picked up. BGCP will charge \$1 for every minute that a parent or guardian has not picked up their child after 6:10 pm.

Please help us keep our campers and staff healthy this summer!

Frequently Asked Questions (FAQ)

- **What should my child bring or pack in their backpack everyday?**
 - **Closed toe shoes!** If your child shows up to Club without closed toe shoes they **WILL** be sent home. This is not an encouragement but a **requirement** in order to attend BGCP's Summer Camp.
 - Lunch (if they do not want the meal we provide)
 - Water bottle
 - Change of clothes
 - Tennis Shoes
 - Towel
 - Bathing Suit
 - Sunscreen

Members who bring a lunch that needs to be heated or contains peanut products will be given the meal provided by BGCP to eat that day.

*If members are not adequately prepared, they may **not** be allowed to participate in certain activities. BGCP provides sunscreen and bug spray, but some members may need to bring their own. Member's names must be marked on all personal belongings.*

- **How does drop off and pick up work?**

For your child's safety, you must come into the office to drop off and pick up your child.

Members may be dropped off from 7:30 am - 9:00 am and picked up from 4:30 pm - 6:00 pm. Members are only authorized to be picked up by individuals who are listed on your child's member Emergency Contact.

Adults other than parents may be authorized to pick up members; please be sure to verify your "authorized pick-up list" with our office.

- **My child is going home with a friend after camp today. Do I need to call?**

If your child is to be picked up by someone who is not on the pick-up list, we will need to verify by phone or in person with you. We will also request photo identification for anyone picking up a child.

- **There's a field trip for my child's group, but I am picking my child up before the trip returns. What do I need to do?**

If your child will be present at camp but cannot go on a scheduled trip, please remind your child not to sign up. Please also let us know at the front desk during drop-off or call (828) 743-2775.

- **Is there a dress code for campers?**

We recommend that campers wear comfortable clothing that is well-suited for the outdoors. We request that clothing does not reference weapons, drugs, alcohol, or violence, and that there is no offensive language or other graphics. All shirts should have sleeves; we spend a lot of time in

the sun! If we deem a camper's clothing as inappropriate, he/she may be asked to change.
Campers must wear closed toe shoes.

- **Do campers have to participate in every activity?**

We do require members to participate in the regular daily activities with positive attitudes. Each program and activity have been designed with a purpose; our staff work hard to ensure the emotional and physical safety of your child. If your child is unable to participate due to medical reasons, please present a doctor's note so that our staff may take utmost care in the safety of your child.

- **Can I drop my child off earlier than 7:30am?**

No, our office does not open until 7:30 am, and this is the absolute earliest members can be dropped off during the summer. *Remember, you must come into the office when you drop your child off.*

- **What happens if I am unable to pick up my child by 6:00pm?**

Please call our office at (828) 743-2775 as soon as you know you will be late. BGCP will impose fees for late pick-ups during the summer.

- **How should I notify you of allergies and dietary restrictions of my child?**

Please notify the front office of any medical updates or information that was not added to your child's application. If your child requires emergency rescue medications (albuterol or epinephrine), we must have those medications prior to your child attending camp.

- **How do I stay up to date with Club information?**

It is important that you check your emails and the front desk for updates and reminders.



HONOR POLICY

IT IS OUR MISSION TO ENABLE ALL YOUNG PEOPLE, ESPECIALLY THOSE WHO NEED US MOST, TO REACH THEIR FULL POTENTIAL AS PRODUCTIVE, CARING, RESPONSIBLE CITIZENS.

TAKE CARE OF YOURSELF - TAKE CARE OF OTHERS - TAKE CARE OF THINGS.

TAKE RESPONSIBILITY - ACT HONORABLY

Club attendance is a privilege that bears the responsibility of making good choices and acting with integrity. We want every Club member to be a benefit to our community. We call on our members to respect people, including themselves, and to respect our resources.

We value the opportunity to reflect upon our actions when we fall short of the standard and to take responsibility when necessary.

Everyone present at Club has the right to feel safe, the right to be treated with dignity & respect, and the expectation of equal opportunity, regardless of a person's circumstances away from Club. We intentionally hold ourselves and our members to high standards. We expect these standards to be upheld in all interactions with our Club members at all times, wherever they may be.

In the BGCP Community, we hope to convey a sense of pride in ourselves and in all our actions. This desire to be respected and to respect ourselves drives us forward as responsible citizens.

We ask all staff, volunteers, and members to join us in dedicating our Club experience to the following:

- We are honest. We tell the truth, even if it means someone may get in trouble.
- We are respectful. All people and things deserve our respect.
- We are brave. We stand up to those who would ask us to do something not honorable and to those who are acting dishonorably to themselves or others.
- We are supportive. We support our community through appropriate and meaningful channels, and we never ask another person to do something that would jeopardize their own integrity.

We understand that if we do not follow through on these promises and commitments that our standing in the Club could be jeopardized as well as administrative action taken as outlined.

POLICY BREACH AND CODE OF CONDUCT

REFLECTION:

CLUB STAFF WILL GUIDE MEMBERS IN MAKING GOOD CHOICES. WE UNDERSTAND THAT EVERY MEMBER LEARNS DIFFERENTLY AND OCCASIONALLY MAKES MISTAKES OR LESS DESIRABLE CHOICES DURING LEARNING PROCESSES.

WE STRIVE TO HELP MEMBERS ACCEPT RESPONSIBILITY WHEN HONOR POLICY HAS BEEN BROKEN.

WHEN A CLUB MEMBER BEHAVES IN A MANNER THAT IS NOT RESPECTFUL - TO OTHERS, TO THEMSELVES, OR TO RESOURCES, WE WILL ASK THAT THEY REFLECT UPON AND TAKE RESPONSIBILITY FOR THOSE ACTIONS. REFLECTION TIME MAY SPAN FROM 3-10 MINUTES, AND MEMBERS ARE ENCOURAGED TO REFLECT WITH CLUB STAFF ON BEHAVIORS AND MAKING BETTER CHOICES NEXT TIME.

SPECIFIC EXAMPLES OF BEHAVIORS THAT DISREGARD OUR HONOR POLICY AND WARRANT REFLECTION:

- Not following directions/listening
- Throwing food or other items
- Talking or yelling over others
- Poor sportsmanship
- Stealing
- Intentional disruptive behavior
- Inappropriate use or waste of resources

SUSPENSION:

IF A MEMBER BEHAVES IN A WAY THAT DOES NOT COMPLY WITH THE HONOR POLICY AND PUTS EITHER THEMSELVES OR OTHERS IN DANGER, PHYSICALLY OR EMOTIONALLY, THIS MAY RESULT IN SUSPENSION (WHETHER OR NOT THEY OCCUR AT CLUB/DURING CLUB ACTIVITIES/ DURING CLUB HOURS). SUSPENSIONS WILL BE HANDLED ON A CASE-BY-CASE BASIS BASED ON SEVERITY OR REPEAT BEHAVIOR.

- Intentionally injuring others
- Blatant disregard of staff expectations
- Leaving a program area without permission
- Dangerous misbehavior in a moving vehicle
- Intentionally disrespectful behavior directed at staff (ex: backtalk)
- Non-compliance with repeated instructions
- Inappropriate touching self or others
- Stealing
- Spitting on or biting others
- Inappropriate sexual humor or language
- Reference to drugs/alcohol
- Making threats or name calling
- Bullying or repeated targeting of others
- Malicious theft or defacing property
- Recording/transmitting/exchanging media, materials, and/or images that are sexual, derogatory, and/or threatening

WHAT HAPPENS IF MY CHILD RECEIVES A SUSPENSION?

Members who receive a suspension will not be able to participate in Club activities for a designated period of time. This may be an in-Club suspension, typically requiring a community service component, or an out-of-Club suspension.

When a member receives a suspension, parents/guardians will be notified. The member and PARENT may be required to meet with the Executive Director and/ or Operations Director to review the honor expectations depending on the reason for suspension. Multiple suspensions may result in indefinite or permanent expulsion from the Club.

THE FOLLOWING BEHAVIORS MAY RESULT IN AN IMMEDIATE AND INDEFINITE EXPULSION FROM THE PROGRAM:

- Possession of drugs or drug paraphernalia
- Suspected intoxication while on club property
- Violence toward another member, staff, or volunteer
- Sexual abuse of another member
- Making violent threats against staff or other members
- Possession of firearms, fireworks, knives, and any other hazardous object.

Consent Form

I, _____ (Parent/Guardian Name Print) have thoroughly read the Summer Camp Orientation Guide and Honor Policy. I understand the policies and rules for Summer Camp it outlines and will adhere to it while my child is a member of BGCP's Summer Camp 2024. I understand that my child/children:

_____ (Child Name Print)

_____ (Child Name Print)

_____ (Child Name Print)

_____ (Child Name Print)

_____ (Child Name Print)

Will be held to the policies and rules that are outlined and explained in the Summer Camp Orientation Guide and the Honor Policy.

Parent Signature: _____

Management Signature: _____

Date: _____



BGCP SUMMER 2024 CALENDAR

June 10th: First Day of Summer Camp
July 4th - 5th: Club Closed
August 9th: Last day of Summer Camp

*****All calendar days are subject to change*****

Contact Us

(828) 743-2775

membership@bgcplateau.org

www.bgcplateau.org

@bgcplateau

Cashiers Location

558 Frank Allen Rd.

Cashiers NC, 28717

P.O Box 1812

Highlands Location

171 Hospital Drive

Highlands NC, 28741