



PARENT/CAREGIVER HANDBOOK

This handbook is intended to provide information to families of the Boys & Girls Club of Vineland's Carl Arthur Site – Summer Enrichment Program about our Operations and Policies.

Enrollment

All children must be members of the Boys & Girls Clubs of Vineland in order to enroll in the Summer Enrichment Program. This membership also allows you to take advantage of other Club programs.

Parents must complete the enrollment package before your child can start the Summer Program.

Enrollment package may be found online at www.Vinelandbgc.org.

Ages

The Summer Enrichment Program at the Carl Arthur Recreation Center is open to children in rising grades K through 8th.

Curriculum

Students in the summer will have the opportunity to participate in activities that will include swimming, art instruction, STEM activities, outdoor playground, music, theater, sports, cooking, and a whole lot of fun! Also included is the opportunity to participate in field trips to local parks, museums, amusement parks, and much more.

Professional staff will lead activities with a Junior Counselor or Y4C Volunteer to keep a maximum of 15:1 student to staff ratio. All staff will have state certification and/or years of experience in the theme activity they are leading.

Field Trips will have a 15:1 camper to staff ratio.

Summer Tuition

Tuition for the Summer Enrichment Program is \$95 per week and \$75 per week for a family of two or more children. Balance of camp fees are due on Fridays; two (2) weeks PRIOR to the start of each camp week. Families that have a balance from the previous years' summer camp must rectify their account before enrolling their children in this years' summer camp. **We encourage parents to begin payments prior to summer camp.**

Late Payment Policy

The balance of camp fees are due on Fridays; 2 weeks PRIOR to the start of each camp week. If your balance payment is not made by the due date, your deposit will be forfeited and your child will lose their spot for that camp week. We encourage all parents to begin payments prior to summer camp to ensure payments are made on time.

A \$35.00 fee will be charged for checks returned for insufficient funds. If more than one check is returned for insufficient funds, only Money Orders or Cash will be accepted as payment.

Scholarships

The Club works extremely hard each year raising dollars to enable everyone to take advantage of our programs and services. Please complete a sliding fee scholarship application if you need assistance in paying for the summer program. Your fee would then be based on your family size and income level. Many parent/guardians also get funding help from the Division of Youth and Family Services, Social Services and/or Quality Care.

Let us know how we can help you.

Program Dates and Hours

The program runs July 09, 2018 – August 17, 2018 from 9:00am – 4:00 pm, Monday – Friday.

Extended Care Program is available for an extra fee. Before Care program (\$12.00 per week) begins 7:30am, and After Care program (\$12.00 per week) ends at 5:30pm. Families must enroll their child/ren in this program.

Transportation

There is no transportation provided to and from the summer program. Transportation is provided for all full day trips, swimming and ½ day park trips.

Please remember, transportation for our program by the Club is a privilege. Remind your child that good bus behavior is a matter of safety. Children are expected to display appropriate behavior on the bus at all times. Any reported problems will be handled according to our discipline code (Member Code of Conduct).

Late Pick-up Policy

All members must be picked up by 5:30 p.m. It is the parent/guardian's responsibility to notify the program staff if pick up will be after the program ends.

A late fee of \$5.00 per fifteen minutes and per child will be charged after the program closes. (Even in the event that a phone call is received, a late fee may be assessed.) If children are not picked up at the close of the program, staff will call the listed emergency pick up person to come for the child(ren).

While occasional lateness is understandable, chronic lateness and/or failure to pay the late fee charge will result in dismissal from the program.

Arrival & Dismissal/Sign- in & Sign-out Policy

Members should not arrive at the Club earlier than 9:00 a.m or picked-up later than 4:00pm each day (unless registered for extended care). Supervision is not provided prior to that time. Please arrive and dismiss through the designated exits.

Members who need breakfast need to arrive by 9 a.m. to eat. Members must signed in (include the time of arrival) on the general attendance form at the front desk daily. Member must be signed-out (include time of pick-up) by a parent/guardian or authorized individual every day. Please make sure you come inside the building every day to sign-out your child(ren). A child will not be released to anyone other than a parent /guardian or the person designated on the Authorization Pick-Up form. If your child is being picked up by someone other than yourself or your designee, you must provide a written, signed and dated note of authorization. The person picking up your child(ren) must provide picture identification and is required to sign your child out of the program.

A child will not be released without written authorization or a one-time, verbal consent from parent to Camp Director or Operations Manager.

Release of Children

Once a member has arrived at the building, he or she will not be permitted to leave for any reason. Members will only be released to a parent/guardian or authorized person.

Members are not permitted to walk home from the Summer Program.

Early Sign-Out

If it is necessary for a member to be dismissed prior to the end of the camp day, the parent/guardian must send a note or email to the Unit or Operations Director. If it is an emergency pick-up, please call the Office to alert the staff as soon as possible.

Attendance & Absences

When your child is absent from camp, please call the office at (856) 896-0244 to report the absence.

When leaving a message, please indicate the following:

- Your Child's Name
- Date
- Camp Group/Lead Counselor
- Reason for Absence
- Expected Date of Return

****If your child is running a fever or ill, please keep him/her home. Members should be fever free and vomit free for 24 hours before returning to camp.**

All members absent due to communicable disease must be readmitted to the Club through the Camp Director.

DISCIPLINE CODE

Our primary method of discipline is to keep kids active in well-structured programs. We focus on and reward positive behavior and try to catch problems while they are still small.

All members of the summer program are expected to set and maintain standards of citizenship and courtesy.

Members are expected to conduct themselves in a manner that is safe and courteous while enjoying their rights and privileges. Mutual respect for the rights of other members and adults and also respect for the rights of others' personal property will help provide a safe, orderly and civil environment for everyone.

A member's behavior which infringes on the rights of other members or on personal or Club property will not be tolerated. Members engaging in such behavior should expect consequences for such behavior.

Verbal or physical harassment of members by other members violates individual rights and will not be tolerated.

Deliberate damage to another member's property or Club property will result in payment by parents/guardians for such damage. Taking property of another member or of the Club will be treated in a serious manner.

Each member is expected to respect and to understand the differences they see in other members' abilities, appearance, dress, etc.

Members, including parents/guardians, are expected to:

1. Demonstrate honesty and integrity and have a sense of purpose and fortitude.
2. Show proper care for Club property and work to keep the Club neat & clean.
3. Respect and treat each other as they would like to be treated.
4. Respect others differences.
5. Members should dress appropriately.
6. Members should not bring weapons or other prohibited items into the Club.
7. Resolve conflict peacefully, ask for help from staff when needed and do not resort to violence.
8. Be polite, have fun, and smile.
9. Strive for their best and encourage others to do the same.
10. Adhere to classroom and bus rules/regulations;
11. Conduct themselves appropriately on any field trips.

Bus Rules:

- Sitting properly in the seat, with seat belts securely fastened.
- Respect the people on the bus and property.
- Eating is not permitted on the bus.
- Hands and feet remain inside the bus.

If a member does not conduct him/herself as deemed by the Boys & Girls Club staff and support staff (i.e. bus drivers) the following course of response can be taken for any inappropriate behavior:

- Verbal/written warning and a meeting with parent/guardian.
- Prohibited from attending field trips, special events or activities.
- Suspension from the summer program.
- Expulsion from the summer program.

Please note that these expectations apply to all parents/guardians when in the building. Inappropriate behavior (i.e. yelling at staff or other students, using inappropriate language, disrespect towards any staff or other club member, etc.) can result in expulsion from the program for you and your child(ren).

DRESS CODE

Members should dress appropriately for the weather. Members should not wear any revealing tops or shorts/skirts that are above the mid-thigh. If a child is sent inappropriately dressed, the parent/guardian will be called and must bring the child clothing that is deemed appropriate.

Please be advised the following articles of clothing are prohibited:

- Bandanas; hats (sunhats are approved); hoods; torn clothing or excessively long t-shirts
- Open toed shoes, sandals, or any loose fitting footwear. Members must have sneakers to participate in gym, sports-related, and outside activities.
- Any clothing featuring violence, profanity, or any offensive pictures or words.

PERSONAL BELONGINGS

Members should not bring valuables or personal items such as money, tablet or handheld games to the summer program, unless with approval (see Bring Your Own Device Policy). Any clothing or articles sent separately (umbrellas, coats, backpacks and lunch bags) should have the child's name written or pinned to it. All items left at the Club at the end of the day will be placed in our lost and found.

The Boys & Girls Club will not be held responsible for any lost or stolen items.

Telephone Use/Cell Phone Usage

The Boys & Girls Club staff will only be permitted to use the phone in the case of an emergency and/or to contact a parent/guardian regarding a member. The staff will not be permitted to contact parents to bring such things as snacks, money, etc. Please bring or send your child with everything that s/he will need for the day. If you need to contact a Camp staff member, call our main office at (856) 896-0244.

Club members in the summer camps are not permitted to use cell phones while involved in Club programming, unless devices are used for programmatic purposes (See Bring Your Own Device & Acceptable Use Policy). In this case, your child may use their phone/tablet or may be allowed to borrow a BGCV device and must abide by the Acceptable Use Policy. In case of emergency

members should ask staff for permission to use the phone. Members who visit the club during drop in hours must keep their phone on vibrate while in the building.

- If a member uses an electronic device without permission, they will be asked to put it away. If we see it again, we will confiscate the phone until the parent/guardian picks the child up.
- Failure to comply with the *Bring Your Own Device and Acceptable Use Policy* may result in confiscation of cell phone/tablet, disciplinary action, and possibly expulsion for members.

Computer Use

All members are required to abide by the Boys & Girls Clubs of Vineland's *Acceptable Use Agreement*. All computer hardware and software belong to the club and the club retains the right to access e-mail, files or other material maintained on a club computer as it believes necessary.

All members are expected to be on appropriate websites. Violations of the rules and code of the *Acceptable Use Agreement* will be dealt with seriously. Violators may lose computer privileges and may be subject to other disciplinary action.

Medicine

Medications will be administered by a designated program staff when physicians find it necessary for a child to have medicine during the day. Permission must be granted by parent/guardian and specific instructions must be obtained from the physician prescribing the medicine.

1. Must be accompanied by a note from parent/guardian giving permission for the staff to give the medication.
2. Must have a note/order from a physician, dentist, and orthodontist (on form or letterhead) containing the following:
 - a. Member's name
 - b. Date
 - c. Medication name
 - d. Dosage
 - e. Time to be given
 - f. Diagnosis
 - g. Side effects to be observed
 - h. Length of time order is in effect.
 - i. Physician's signature
3. Must be in its original container (ask your pharmacist for a separate bottle for the Club). Over-the-counter items **MUST** be in original packaging.
4. A member may self-administer medication without supervision of the camp staff for asthma or other life-threatening illnesses with the permission of the doctor, staff member, parent and director.

"Life-threatening illness" has been defined as an illness or condition that requires an immediate response to specific symptoms that if left untreated may lead to potential loss of life such as, but not limited to, the use of any inhaler to treat an asthma attack or the use of an adrenaline injection to treat a potential anaphylactic reaction.

5. All medications whether prescribed or across the counter including Tylenol, Advil, Midol, Benadryl, cough medicine, etc., shall be administered by only the designated camp staff or designated substitute.

These regulations are for the protection and well-being of all the children. If you have any questions concerning these procedures, please contact the Health Director.

Members are not permitted to carry prescription or non-prescription medication(s) in the Club unless permission has been granted to self-administer medication in accordance with *The Self Administration of Medication Policy*.

Illness

If a child has any of the following symptoms, the parent/guardian or emergency contact will be notified to pick up the child immediately:

- Fever of 100 degrees or higher;
- Vomiting or diarrhea;
- Accident requiring medical attention or a change of clothes
- Contagious disease;
- Any other physical or emotional situation or trauma which requires parent intervention.

When accidents occur during the summer program, first aid is given to the child. For serious injuries requiring immediate medical attention, Emergency Medical Technicians/Police Department will be called and the child will be taken to the hospital. Parents/Guardians will be called immediately.

It is therefore extremely important that we have all current, working numbers for all parent/guardians and emergency contacts.

A staff member will accompany the child to the hospital and remain at the hospital until a parent/guardian arrives.

Communicable Diseases

If a child contracts any communicable disease, please report it to us immediately. The child may not return to the program without a written doctor's note stating that the child presents no risk to himself/herself or others.

If a child becomes ill during the program, first aid certified staff will use his/her professional judgment to determine if the student should remain at program, or sent home. **It is essential for the program to have the current working telephone number of each parent or guardian.**

If it is deemed necessary for the child to be sent home, a parent or guardian must pick up the child within one hour of being contacted by the Boys & Girls Club Staff.

The Boys & Girls Club staff will not be responsible for providing any change of clothing for any child for any reason. **A parent/guardian or emergency contact will be called to pick any child that requires a change of clothing.**

Harassment, Intimidation, and Bullying

The Boys & Girls Clubs of Vineland prohibits acts of harassment, intimidation, or bullying or passive support for those acts. A safe environment is necessary for members to be able to reach their full potential as productive, caring and responsible citizens.

Harassment, intimidation, or bullying is conduct that disrupts both a member's ability to learn and the club's ability to educate its members. "Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication (phone, computer, etc.), that takes place on Club property, at any Club-sponsored function or on a school bus that is motivated by an actual or perceived characteristic, (race, color, religion, sexual orientation, disability, etc) and has the effect of harming a member or damaging the member's property, or placing a member in reasonable fear of harm or damage to his/her property; or is insulting or demeaning to any member to cause substantial disruption in, interference with, the orderly operation of the Club.

This policy will impose appropriate consequences and remedial actions in response to acts of harassment, intimidation, or bullying and applies to all members, Club employees and volunteers.

Parent Information

Parents have the right to schedule a meeting with the Camp Director at any time. If there are any concerns that need to be discussed regarding your child(ren), they should be brought to the immediate attention of the director.

When necessary, conferences can be scheduled with camp counselors. Parents/Guardians only have the right to obtain information regarding their child(ren). If a problem exists with another member, a meeting will be scheduled with all necessary parties to resolve the problem.

Parking

Please be careful and slow down when you enter our street as there are children present. Also, please keep in mind when you enter our street it is a two way street all the way until the other parking lot. We need everyone to go slowly and respect the signs.

Field Trips

Throughout the summer, members will be participating in field trips to local attractions, parks and pools. These trips are a valuable part of our summer camp experience. The same rules of conduct required in the Club are enforced on these trips.

Extra care and caution on field trips are necessary because of the different environments. Parent/guardian will be informed of all field trips through a flyer and permission slip.

A completed permission slip and/or waiver is required for some field trips.

Recess

During the day, members will receive some recess time in our new playground. Recess time is a part of the necessary requirement for keeping members physically fit. Members will go outside unless the weather is poor or due to a heat index advisory/warning.

Members should dress appropriately for outside recess. Members should have sneakers on.

Parents/guardians should not request their child(ren) stay inside during recess.

Emergency Evacuation

In case of an emergency or natural disaster where the building must be evacuated, campers will be evacuated.

Drills

The Club performs monthly emergency drills.

Procedures are outlined for each staff member. For safety reasons, members are expected to follow the staff's instructions, exit the room in a single line, refrain from conversation, use assigned exits and report to the assigned outdoor area

Custody/Court Orders

Safety and security is one of our top priorities for every member. As a result, we must make sure to have accurate information relating to parent/guardian custody.

We must be advised of all court orders and/or custody matters involving a child enrolled in the summer program. In the event that a legal document restricts or limits contact with a child enrolled in our program, this document must be furnished to the program.

If your child(ren) is living with one parent who has legal custody and the non-custodial parent is not permitted to contact the child at the Club, or remove the child from the Club, the Membership Office must be provided with custody papers and/or written evidence indicating the same.

If these papers are not provided, we cannot refuse access to the child by the non-custodial parent.

Any change in the custodial status must be reported to the Membership Office.

Should the stipulations or conditions of any legally binding document change, we must receive a copy of the revised legal document. Without this, we are obligated to comply with the existing documents in our possession.

Withdrawal from the summer program

Deposits are nonrefundable.

If you need to withdrawal from the summer program, one month notice of withdrawal must be in writing. No refund will be given without proper notice. (If applicable). All refund requests must be submitted to the membership department for approval.

Annual memberships are nonrefundable.

Department of Child Protection and Permanency (DCP&P)

In keeping with New Jersey's child care center licensing requirements, we are obligated to provide you, as the parent/guardian of a child enrolled at our center, with this informational statement. The statement highlights, among other thing: your right to visit and observe our center at any time without having to secure prior permission; the center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the Child Protection and Permanency, DCP&P (formerly the Division of Youth and Family Services, DYFS).

Here is a copy of the Manual of Requirements on the DCF website:

www.state.nj.us/dcf/providers/licensing/laws/index.html

Kid's Café' Program: Breakfast, Lunch, and Snacks

All meals will be provided for camp members.

Parents will get a menu listing in their parent/caregiver packet of information at the beginning of summer camp.

Parents may send a morning and afternoon snack to camp with their child(ren). All snacks and lunches should be nut free. We are a nut-free facility. Do not bring any food products into the building that contain nuts for the safety of our club members.

Surveys and Questionnaires

I, the parent/guardian of the minor child listed on this application, give permission for Boys & Girls Club of Vineland to survey my child about his or her Club experience, behaviors, skills and attitudes using Boys & Girls Clubs of America's National Outcomes Survey or other survey instruments.

MEMBER CODE OF CONDUCT

This Code of Conduct is broken down by our FIVE Core Values: Diversity, Respect, Empowerment, Accountability, and Mission (DREAM), and is utilized by our Staff Members to set behavior guidelines and overall expectations.

DIVERSITY

- I will show my talent
- I will make new friends
- I will try new things
- I will include members with differences

RESPECT

- I will keep my hands and feet to myself
- I will say kind words
- I will listen to staff and other members
- I will wait for my turn
- I will respect myself and not engage in anything illegal such as drugs and alcohol
- I will respect my Club, it's property and equipment

EMPOWERMENT

- I will show pride in my Club and myself
- I will cheer on my teammates and show good sportsmanship to others
- I will be a leader
- I will stand up for myself and others

ACCOUNTABILITY

- I will tell the truth
- I will do the right thing, even when others are not watching
- I will always clean up after myself
- I will learn from my mistakes
- I will make safe choices while on technology- both personal and the Club's

MISSION

- I will be a Healthy Game Changer
- I will be an Innovative Dream Maker
- I will be a Globally Competitive Graduate
- I will be a 21st Century Leader

BEHAVIOR POLICY

Club members are expected to conduct themselves in a manner that is consistent with the vision, goals and beliefs of the Boys & Girls Clubs of Vineland. Accordingly, members are prohibited from engaging in behavior (1) that obstructs, disrupts, or interferes with any club program or activity, (2) that endangers or threatens the safety of any person, or (3) that inflicts or threatens to inflict damage on property of Club members, Club employees or the Club's facilities & vehicles. Members who fail to abide by this general behavioral expectation will be subject to appropriate discipline.

VEHICLE POLICY

Club members are expected to abide by the Behavior Policy when being transported in a vehicle owned and operated by the Boys & Girls Club or vehicles owned and operated by the school district or other entity. The following specific rules must be adhered to:

1. Follow the Driver's Instructions
2. Remain seated with a seatbelt fastened
3. Keep all body parts inside the vehicle
4. Talk quietly using respectful language
5. Be courteous at all times
6. Do not throw anything inside the vehicle or from the vehicle
7. Do not eat or drink while on the vehicle

Members who fail to abide by this general behavioral policy or vehicle policy will be subject to appropriate discipline.

1. The member will receive a warning about the unwanted behavior
2. The member may be isolated from other members.
3. The member may lose privileges, i.e. not permitted to attend a field trip or other off-site activity.
4. The member may be required to assist staff members, i.e. club maintenance.
5. Parents may be contacted.
6. The member will make restitution, if necessary
7. The member may be suspended from club premises and activities.
8. The member may lose transportation privileges
9. For repeated or serious violations, the member may have membership revoked.

ACCEPTABLE TECHNOLOGY USE POLICY

Boys & Girls Club of Vineland adopts this policy in order to maintain a safe and secure environment for members, staff, volunteers and others.

Club Technology

Computers and other Electronic Equipment. Computers, computer files, software, electronic mail, telephone and voicemail are the property of BGC and are to be used for Club activities only. We reserve the right to inspect the contents of any equipment owned by the Club and no member, staff, parent, or visitor should have an expectation of privacy for any activity on Club equipment.

Use of copyrighted material. Copyrights are strictly enforced regarding software licensing and copying of copyrighted material from any source, including the internet. Fair use of copyrighted material is allowed.

Modifying BGC technology. Users should not load personal software, change or delete current setup, programs or files, download or use computers and related equipment for personal reasons without consulting and receiving authorization from Club staff.

Inappropriate content. Users are prohibited from using Club equipment to transmit any messages or communication that would violate our policy on discrimination and harassment. E-mail messages may not contain content that could reasonably be considered offensive or disruptive to any other user. Offensive content includes, but is not limited to, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that would offend someone on the basis of his/her age, gender, sexual orientation, religious or political beliefs, national origin or disability, or other protected class status.

In addition to the above prohibition, communication on Club technology is not to be used for commercial ventures; religious or political causes; outside organizations; gaining access to any computer systems illegally or to access information to which the user does not have authorized access; to spam, create viruses, or worms or perform other acts of destruction or harassment; for partisan political activity; or to conduct illegal activities.

Internet safety and social media. Users may not provide identifying information using Club technology without staff and/or parental permission. Club staff will do all they can to keep users safe, however it is up to each individual to look out for his/her safety as well. Users may not use Club technology to access Facebook, Instagram, Twitter, Snapchat, or other social networking sites without permission from Club staff.

Bring Your Own Device (BYOD)

A personally owned device shall include all member-owned existing and emerging technologies and devices that can take photographs; play and record audio or video; input text; upload and download content and/or media; and transmit or receive messages or images.

Emerging technologies and devices include but are not limited to cell phones, computers, tablets and storage media (e.g., flash drives) as well as communication tools including social media sites, text messages, chat, and websites.

Not all devices are covered within this policy. Unacceptable devices in this policy include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers, and televisions.

Club purposes include program activities, career development, communication with experts and/or Club peer members, homework and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

Personally owned devices are permitted for use during Club time for Club purposes, at approved times and in approved locations only. Approved times and locations vary by Boys & Girls Club branch. The Club expressly prohibits use of personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

Any inappropriate use of a personally owned device, as determined by Club staff, can lead to disciplinary action including, but not limited to, confiscation of the device, immediate suspension from the Club, termination of membership, or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Inappropriate communication includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by members; information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a member is told to stop sending communications, that member must cease the activity immediately.

Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, bullying that takes place using emerging technologies and devices. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. Any cyber bullying that is determined to disrupt the safety and/or well-being of the Club, Club Member, Club Staff or community is subject to disciplinary action.

At no time while participating in Boys & Girls Club activities may any member create any pictures, videos, live-feeds, voice-recordings, or any other form of media of any Boys & Girls Club member or staff on their personally owned device.

Members must be aware of appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by members.

Monitoring and inspection. The Boys & Girls Club reserves the right to monitor, inspect, and review a personally owned device that is brought to the Club. Parents/Guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/Guardians may refuse to allow such inspections but the member may be barred from bringing personally owned devices to the Club in the future.

Internet access. Personally owned devices used at the Club are not permitted to directly connect to the Club internet. Personally owned devices must access the internet via their own wireless connection or be used offline.

Loss and Damage. Members are responsible for keeping the device with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, The Club shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to Club.

Parental Notification and Responsibility. The Club's Internet Acceptable Use Policy restricts the access of inappropriate material and while using the internet supervision of usage may not always be possible. Due to the wide range material available on the internet, some material may not fit the particular values of members and their families. Because of this, it is not practical for BGC to monitor and enforce a wide range of social values in student use of the Internet. If parents do not want members to access information beyond the scope of the Internet Acceptable Use Policy, parents should instruct members not to access such materials.

Discipline Policy. If a member fails to comply with the guidelines laid out in this policy, they may be required to turn their device in at the front desk. The device will be placed in a plastic bag labeled with the member's name, and held until the end of the activity during which the device was turned in. If the member fails to comply again on the same day, the device will be held until the member is picked up for the day, at which point it will be released to a parent or guardian.

Continued failure to comply may result in the member being barred from bringing personal devices to the Club in the future, or suspension from the Club.

Parent & Member Technology Agreement

Any parent who wishes that their child use a Club or personally owned electronic device during Boys & Girls Club programs must read and sign this agreement and submit to Club staff.

1. I have read and understand the Acceptable Use Policy.
2. I will only use Club technology and personal devices in appropriate ways, as described in the Club Technology Policy. I understand that if I use these devices inappropriately, I may lose the privilege to use them in the future or be suspended from the Club.
3. I will take full responsibility for my personal device and keep it with me or put away in my bag or backpack at all times. I will not lend my device to any Club member or staff, and I understand that the Club is not responsible if my device is lost, broken, or stolen.
4. I am responsible for caring for my personal device, including any costs of repair or replacement in order to use the device at the Club.
5. I will only use my device during the appropriate times and in the appropriate locations that Club staff at each Club location will decide on.
6. I will not use my personal device to record, send, or post photos, videos, or any other information of or about any Club member or staff.
7. I understand that I may not connect my personal device to the Club internet, and Club staff will not give me the internet password or enter it into my device.
8. I understand that Club staff reserves the right to inspect my personal device, and that they will notify my parent or guardian before doing so. My parent or guardian may refuse to allow the inspection, and I understand that I may not be allowed to bring personal devices in the future.
9. I will turn off or turn in my personal device when Club staff asks me to do so.

PARENTAL CONTRACT

Parental Agreements:

Please read and initial the following to indicate that you have read and understand this contract and have received a copy of the Handbook, read it and have had an opportunity to ask questions:

1. _____ EMERGENCY MEDICAL TREATMENT: In the event of any sudden illness, I give permission to the Boys & Girls Clubs of Vineland to seek emergency medical treatment for my minor child if I cannot be reached. I will be responsible for any costs of medical attention and treatment.
2. _____ SCHOOL INFORMATION: I give my permission to the Boys & Girls Clubs of Vineland and area Community schools to exchange information regarding the minor child listed on this application. The purpose of the exchange is to help both organizations do a better job of helping the student be successful in school, the Boys & Girls Clubs and in life. This release may be revoked at any time by contacting Community Schools or the Boys & Girls Clubs of Vineland in writing.
3. _____ SURVEYS AND QUESTIONNAIRES: I give permission for Boys & Girls Clubs of Vineland to survey my child about his or her Club experience and behaviors, skills and attitudes using Boys & Girls Clubs of America's Youth Development Outcome measurement Tool Kit surveys or other survey instruments.
4. _____ ACCEPTABLE TECHNOLOGY USE & BRING YOUR OWN DEVICE POLICY: I agree that I have read the Acceptable Technology Use and Bring Your Own Device Policy with my child, and that we are willing to adhere to the rules and consequences listed in this handbook.
5. _____ MEDIA RELEASE: I give permission for my child's image to be used in print, video, and digital media or any other graphic depiction or likeness, to be used by the Boys & Girls Club and its activities. I agree that these images may be used by the Boys & Girls Club for a variety of purposes, and these images may be used without further notifying me. I do understand that my child's last name will not be used in conjunction with any video or digital image.
6. _____ GENERAL TRIP AUTHORIZATION: I give permission to the Boys & Girls Club of Vineland to transport my child to and from anticipated activities and field trips on foot, van, or bus. I understand that I will be notified in advance of field trips and activities outside of the Club premises. I understand that if my child is late for a field trip departure time, I will be responsible for his/her care.
7. _____ TUITION POLICY: I understand that tuition is prepaid and that if I fail to pay on time, my child will not be able to continue in the program.
8. _____ BEHAVIOR POLICY & MEMBER CODE OF CONDUCT: I agree that I have read the Parent Handbook, including the Discipline Policy and the Member Code of Conduct with my child, and that we are willing to adhere to the rules and consequences listed in this handbook.

*Please sign and return to the Camp Director. This form acknowledges that you have gone over the above agreement and this document will be placed in your child's file, and you have received a copy.

Parent/Guardian signature

Date

Unit/Camp Director

Date