

## ☀️ Welcome to the Boys & Girls Club 2026 Summer Program ☀️

Dear Club Families,

Welcome to a new summer with the Boys & Girls Clubs of Campbell County! We are thrilled for the opportunity to serve your children and look forward to a summer filled with fun, learning, friendships, and adventure.

This packet contains important information about our summer program policies and expectations. Our dedicated team is excited to create an unforgettable experience for every child, and your support plays an important role in helping us make that happen.

We are grateful you have chosen the Boys & Girls Club as part of your child's summer.

**The Club will be closed May 26th - June 2nd**  
**Summer Programming will begin Wednesday, June 3rd**  
**Closed Friday, July 3rd in Observance of the Fourth of July**  
**Last Day of Summer Program August 7th**  
**School Year Programming will begin August 19th**

### **Available Sites**

The Boys & Girls Clubs of Campbell County provides **Summer Programming at our Main Site location only.**

### **Ages Served**

We serve children ages 5-18 during our Summer Programming. **Children under the age of 6 must be enrolled in Kindergarten for the 2026-2027 school year. Teens who wish to participate in our Teen Program, must be 12 years of age by June 3rd.**

### **Hours of Operation & Late Fees**

**The Club is open Monday through Friday from 6:30 AM to 6:00 PM (NEW!) during the Summer Program. Any child not picked up by 6:00 PM will incur a \$1 late fee per minute past closing time.**

If a parent or emergency contact cannot be reached 30 minutes after closing, proper authorities will be notified. Every effort will be made to contact parents or emergency contacts prior to taking this step.

To help us prepare for daily programming, we kindly ask that all children arrive before 9:00 AM whenever possible.

## **Payment & Account Balances**

### **Full Summer Payment Option**

Families who plan to attend ALL summer may choose the Full Summer Payment Option, which includes a discounted rate.

- Full Payment is due at registration
- Non-transferable and non-refundable
- Applies only to Summer 2026 programming

### **Weekly Payment Option**

Families may select individual weeks of attendance and select on the weeks their child plans to attend

- Children may attend only the weeks selected during registration
- Additional weeks cannot be guaranteed if not selected initially
- A \$5 weekly registration fee secures your child's spot and does not apply toward your balance

For your convenience, we offer AutoPay through the Parent Portal for weekly payments. But we also can accept payments over the phone, by check, or cash.

Program cost is \$20 per day, and families will only be charged for days attended. Invoices will be sent weekly on Mondays via email, consistent with our school-year billing process.

If you receive **DFS or scholarship childcare assistance**, please select that option during checkout. Please call the Boys & Girls Club if you need financial assistance.

Accounts with **balances over \$300** must be reduced below \$300 before attending summer programming.

## **What Summer Fees Include**

Summer Program fees include:

- Breakfast, Lunch, Afternoon snack
- Planned field trips
- Quality daily programming
- A Club t-shirt

## **Refund Policy**

A refund of the remaining balance may be requested.

Please note:

- **No refunds** will be given for the **Full Summer Program payment option**
- **No refunds** will be issued if a child is removed from the program due to disciplinary action

## **Field Trips**

Throughout the summer, the Boys & Girls Club offers a variety of field trip opportunities as funding and scheduling allow. Transportation for field trips is provided by Campbell County School District Bus Barn Transportation.

Examples of past field trips have included: Campbell County Fair, Campbell County Public Library programs, Roller skating, & Bowling

### **Field Trip Permission**

For safety and liability reasons, parent/guardian permission is required for all field trips. At the beginning of the summer program, families will receive a Field Trip Permission Form once all field trip opportunities have been finalized. Members may not attend a field trip without a signed permission slip on file. While our team will do our best to contact families the day of a field trip if a permission slip is missing, time constraints may prevent us from doing so.

### **Field Trip Participation**

Due to transportation limits, venue capacity, and safety considerations, we cannot guarantee that every member will attend every field trip.

Field trip participation may be determined by:

- Permission slip received
- Transportation capacity
- Behavior and ability to safely participate in a group setting
- First-come participation when space is limited

Within the permission forms, families will also be asked to indicate field trip preferences. While we cannot guarantee placement, our goal is to ensure that every member has the opportunity to participate in at least one field trip during the summer whenever possible, and will keep their preferences in mind when doing so.

Members who remain at the Club during field trip times will continue to participate in scheduled activities and programming at the Club.

### **Drop-Off & Pick-Up Procedures**

For the safety of our members:

- Parents/guardians must ensure children **enter the building and check in through the Bus Room/Family Zone entrance**
- Parents/guardians must be **listed on the approved pick-up list**
- **Photo identification may be required** upon pick-up
- Approved adults must **enter the Bus Room/Family Zone and sign out members**

### **Safe Passage Policy**

Parents and guardians are responsible for **transporting children to and from the Club.**

Members may leave the Club only when:

- An **authorized adult signs them out inside the facility**, or
- The member has **administrative approval to walk to/from the Club**, with a **signed parental consent form**

Staff monitor all entry and exit points in the building. If a member attempts to leave without permission, staff will remain in close contact until a parent/guardian or proper authorities arrive.

**The safety of our members is always our top priority.**

## **Behavior Philosophy: We Teach, We Don't Punish**

Our Summer Program is designed to provide a fun, respectful, and engaging environment where youth can learn, grow, and build positive relationships.

Membership at the Boys & Girls Club is a privilege, and we work closely with youth and families to support positive behavior.

Our team is committed to promoting social and emotional growth, providing age-appropriate guidance and support so every member can succeed at the Club.

Parents are encouraged to speak with the Executive Director for more information about our discipline policies.

### **What parents should know:**

- Behavior is viewed as a form of communication
- We prioritize de-escalation and skill building
- We do not use:
  - Physical punishment
  - Public shaming
  - Restraint or seclusion

We use a **three-tiered behavior support system** designed to provide increasing levels of guidance, support, and intentional intervention before considering suspension or other disciplinary actions. Our goal is always to **teach and support positive behavior rather than punish.**

However, behaviors that create an **unsafe environment for members or staff may require additional disciplinary action.**

Examples of **major behaviors** that may result in escalated intervention include:

- Fighting
- Physical aggression
- Bullying or harassment
- Threats
- Destruction of property
- Theft
- Possession of weapons

- Drug use
- Severe defiance toward staff
- Repeated unsafe behavior

### **Suspension or Removal**

Suspension or removal from the program may occur when:

- The **safety of members or staff is compromised**
- **Behavior interventions have been exhausted**
- A member is **unable to function safely within a group environment**

### **Important Clarification**

Membership at the Boys & Girls Club is a **privilege**. While we are committed to supporting every child's growth and success, **the safety and well-being of all youth will always remain our top priority.**

### **Personal Items**

Please send only necessary items with your child, as the Club does not provide locked storage.

The Boys & Girls Club is not responsible for lost, stolen, or damaged items.

Children are discouraged from bringing:

- Cell phones
- Tablets
- Gaming devices
- Toys, Stuffed Animals, or Blankets

### **What to Bring for Special Events**

#### **Water Days**

- Flip flops or water shoes
- One-piece swimsuit or tankini
- Towel

- Spray sunscreen (donations appreciated)
- Bag labeled with name and group number

## Field Days

- Tennis shoes  
Sunscreen donations
- Water bottle

## Swimsuit Guidelines

During scheduled **Water Days**, members are welcome to participate in water activities such as sprinklers and other outdoor water games. To ensure a comfortable and appropriate environment for all youth and staff, the following swimsuit guidelines must be followed.

Members are **strongly encouraged to bring a swimsuit**, towel, and/or change of clothes on Water Days. However, we understand that some members may choose to participate in water activities while wearing their regular clothing.

If a member chooses to get wet while wearing clothing, the following guidelines apply:

- Clothing must provide **appropriate coverage** and remain suitable for a youth program setting.
- Clothing should be **lightweight and safe for movement** (for example: athletic shorts and a t-shirt).
- Members should bring a **towel and a change of clothes if possible**.

Swimwear, if worn, must provide **appropriate coverage** and may include:

- One-piece swimsuits
- Tankini-style swimsuits
- Swim trunks or board shorts
- Rash guards or swim shirts
- Athletic-style swim shorts

### Swimwear must:

- Fully cover the **chest, midsection, and buttocks**
- Fit securely enough to allow youth to safely participate in activities

### **The following items are not permitted:**

- Speedos or brief-style swimwear
- Thong-style or excessively revealing swimsuits
- Transparent swimwear
- Swimwear with inappropriate graphics or language
- Underwear worn as swimwear

Members who arrive with swimwear that does not meet these guidelines may be asked to **change or may be unable to participate in water activities that day.**

These guidelines help ensure that all members can enjoy water activities in a **safe, respectful, and comfortable environment.**

### **Outdoor Play, Weather & Sunscreen Procedures**

Outdoor play and physical activity are an important part of the Boys & Girls Club summer experience.

#### **Sunscreen**

To help protect members from sun exposure, we ask that **parents/guardians apply sunscreen to their child before arriving at the Club each day.**

Because our program spends significant time outdoors, families are also encouraged to send **spray sunscreen for community use.**

Club staff will **remind, encourage, and support members to reapply sunscreen when transitioning to outdoor activities.** While staff will do their best to support sunscreen use, due to the number of members in our program, staff cannot guarantee individual sunscreen application for every child.

#### **Outdoor Temperature Guidelines**

The Club follows general safety guidelines when determining outdoor play during extreme weather conditions. Staff monitor weather conditions throughout the day and adjust activities as needed to ensure member safety.

- **Up to 90°F:** Outdoor activities may take place as scheduled, typically **30–60 minutes at a time**, with regular water breaks recommended.

- **90°F – 95°F:** Outdoor activity time may be shortened to **20–30 minutes at a time**, with increased hydration breaks and access to shade or indoor cool-down periods.
- **95°F – 100°F:** Outdoor activities will generally be limited to **10–20 minutes at a time** and will prioritize shaded areas and water activities.
- **Above 100°F:** Outdoor activities will generally be **suspended**, and programming will move indoors when possible.

Staff may also adjust outdoor time based on additional conditions such as **heat index, air quality, wind, or other safety concerns**.

Our goal is to allow youth to enjoy outdoor experiences while ensuring activities remain **safe, supervised, and developmentally appropriate for the conditions**.

## **Meals & Snacks**

Members receive a **healthy breakfast, lunch, and afternoon snack daily**. If your child requires **meal accommodations**, please indicate this during registration.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) [found online](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
(2) Fax: (202) 690-7442; or  
(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **Weekend Meal Program**

Through our partnership with Edible Prairie Project, all members will receive weekend meal bags throughout the summer.

- Distributed every Thursday
- Each member will receive one bag

Families who do not need the meals are encouraged to donate them to someone in need, such as a food bank, church, or daycare. This is a wonderful opportunity to teach children about community and giving back.

## **Safety Is Our #1 Priority**

We operate under a strict, nationally aligned Child & Club Safety system

### **What this means for your child:**

- Staff and youth are **never alone one-on-one**
- All staff complete **annual background checks, a central registry check and child abuse prevention training.**
- All rooms are supervised at all times.
- Secure check-in/check-out procedures are enforced daily.
- Emergency drills and response plans are in place (fire, weather, lockdown, etc.).
- At least one CPR/First Aid trained staff member is in each program space at all times.
- We operate on a 1:20 ratio

Families should understand:

We are structured and proactive about safety. Policies are firm because your child's wellbeing matters.

## **Inclusive Practices & Reasonable Accommodations**

The Boys & Girls Club of Campbell County is committed to creating an **inclusive environment where all youth feel welcomed, respected, and supported**. We believe every child deserves the opportunity to participate in programs that promote growth, learning, and positive relationships.

We strive to provide **reasonable accommodations and supportive practices** whenever possible so that youth of varying abilities and needs can successfully participate in our programs. Our staff work collaboratively with families to understand each child's needs and determine how the Club can best provide support within our program structure.

While we are committed to inclusion, accommodations must remain reasonable and **cannot:**

- Fundamentally alter the nature of the program
- Create safety risks for the member, other youth, or staff
- Require one-on-one (1:1) supervision from staff
- Create an undue financial or administrative burden on the organization

To help us provide the best support possible, **parents and guardians must disclose any relevant medical, behavioral, emotional, or developmental needs during registration**. Early communication allows our team to evaluate potential accommodations, develop appropriate support plans, and ensure we are able to maintain a safe and positive environment for all members.

If at any time a child's needs exceed what the Club can reasonably provide within a group-based setting, we will work with families to discuss next steps and explore alternative solutions.

Our goal is always to **partner with families to help every child succeed while maintaining a safe, supportive environment for all members**.

## **Illness Policy**

For the health and safety of all members, children may not attend the Club if they have:

- A contagious illness (chickenpox, flu, COVID-19, etc.)
- A fever over 100°F (must be fever-free for 24 hours)
- Excessive coughing or sneezing
- Vomiting or diarrhea

If a child becomes ill while at the Club, parents/guardians will be contacted and must pick up the child within one hour.

### **Medication Policy**

Whenever possible, medication should be taken **outside of Club hours**.

If medication must be brought to the Club:

- Approval from the **Executive Director and/or Social and Emotional Behavioral Specialist** is required
- A **special healthcare plan** must be completed

### **Feel Free to Contact Us**

Please watch for schedule changes through email, Remind, on our Facebook page, and our website at [www.bgccampbell.org](http://www.bgccampbell.org). Stay updated by checking out updates in the Family Zone area.

If you have any questions regarding our policies and summer schedule, please contact the Boys & Girls Club at (307)-685-1050 or email our CEO Brittney Locken at [blocken@bgccampbell.org](mailto:blocken@bgccampbell.org) or our Operations Director Jaiden Bowman at [jbowman@bgccampbell.org](mailto:jbowman@bgccampbell.org).