

**GREAT FUTURES START HERE.**



**SUMMER CARE PARENT HANDBOOK**



Updated April 2026

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The Boys & Girls Clubs of Warwick Summer camp programs:

<p><b>STEAM Camp</b> Grade 1- age 13 Norwood Branch 42 Frederick St. Warwick, RI 02888 Dates 6/29/26-8/22/26 Hours – M-F 9am-4pm</p>	<p><b>Summer Day Camp</b> Grade 1-Age 13 Oakland Beach Branch 340 Oakland Beach Ave Warwick, RI 02889 Dates 6/29/26-8/22/26 Hours: M-F 8:30am-4:30pm</p>
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(401) 467-4385

Fax (401) 467-8028

Website: [www.wbgclubs.org](http://www.wbgclubs.org)

## About the Boys & Girls Clubs of Warwick

### Mission

*The Boys & Girls Clubs of Warwick is a non-profit organization working to help youth of all backgrounds, with a special concern for those who need us most, develop the qualities to become responsible citizens and leaders.*

Our Programs foster an environment of excitement, positivity, safety, and acceptance, promoting growth, teamwork, and creativity. Through leadership and role modeling, we instill respect, dependability, and self-expression. Our goal is to create a space where campers feel comfortable making new friends and fostering a sense of belonging.

According to the American Camp Association, these are some of the benefits and anticipated outcomes of the camp experience:

Social Skills Development  
Leadership  
Communication  
Participation

Self-Respect and Character  
Building  
Responsibility  
Resourcefulness  
Resilience

Community Living/Service  
Skills  
Caring  
Fairness  
Citizenship  
Trustworthiness

### What We offer:

#### **Before/After School Childcare**

- Kindergarten - Gr 5
- Norwood & Oakland Beach Branches
- Transport to/from most Warwick elementary schools

#### **Drop In Middle School Program**

- Grades 6-8
- Music, Arts Focused programs
- Walking distance from Vets

#### **Youth Sports**

- Recreational Basketball
- Fall, Winter, Spring & Summer leagues
- Kindergarten - 12th grade

#### **Vacation Camps & Non Holiday No-School Days**

- Full day programs
- Located at the Norwood Branch
- limited capacity

*\*Registration for our Before/After School Care & Drop-in program at Cooper will open in July - visit [www.wbgclubs.org](http://www.wbgclubs.org) for updates*

**INTRODUCTION**

Welcome to the Boys & Girls Clubs of Warwick. The following pages contain valuable information about this program. We look forward to a FUN summer with you and your child. To provide a fun and safe program, we need your support and cooperation with the following procedures:



**REGISTRATION:**

Registration and payment must be completed on our Parent Portal



**FEES AND AGES SERVED**

The Boys & Girls Clubs of Warwick Summer Program serves youth entering 1st grade through age 13. A \$30 registration fee is required for each camper. A deposit is also required at the time of registration; all deposits are non-refundable and non-transferable. Weekly rates apply to all summer programming. Fees are not refunded, prorated, or credited for absences, illness, or behavior-related suspensions.

<b>2023 Rates</b>	<b>Day Camp OB Branch 8:30am-4:30pm</b>	<b>Day Camp OB Branch Ext. Care* 7-8:30am 4:30-6pm</b>	<b>STEAM Camp Norwood Branch 9am- 3pm</b>	<b>STEAM Camp Norwood Branch Ext Care*: 7am- 9am / 4pm – 6pm</b>
<b>WEEKLY RATE</b>	\$235.00	\$12 AM \$12 PM	\$245.00	\$12 AM \$12 PM

- There is no fee for Extended Care for families who qualify for CCAP; however, you must still select this option during registration so we can plan appropriately for staffing.
  - Payment is due by Friday prior to the week of service.
  - For the week of 7/6–7/10, payments will be processed on 7/2 due to the holiday.

**PAYMENT POLICY:**

All camp payments are due by Friday prior to the week of service. Payments may be made in person by check or money order, online by credit card, or through automatic payments set up in your Parent Portal.

**Payment must be received by Monday of the program week to continue services.** If payment is not received, your child’s spot may be released and offered to a family on the waiting list.

**YEAR END STATEMENTS:**

*Yearend statements for your Taxes can be accessed via your Parent Portal  
Our EIN / Tax ID number is 05-6019193.*

**ATTENDANCE**

Please be sure to call the Club at 467-4385 if your child will not be attending on a given day

## FIELD TRIPS / OFF-SITE ACTIVITIES

Camp programs include weekly field trips. Some trips may require an additional fee. All field trips must be reserved and paid for at registration. Field trips are non-refundable, non-transferable, and subject to change.

On field trip /off-site days, campers must bring a cold, bagged lunch and arrive before the scheduled bus departure time.

**Drop-off and pick-up are not permitted at off-site locations due to licensing regulations.**

### ARRIVAL AND DISMISSAL INFORMATION

\* Administrative entrance at the Norwood Branch (on the right side of the building).

\*Front Circle Entrance at the Oakland Beach Branch  
(ON Oakland Beach Ave, front of building)

**Please observe speed limits when pulling into our lot to park.**

- All campers **must be escorted** into the building and checked in by an adult
- When picking up your child, please present a valid ID for the staff member to verify authorization to pick up. \*You must wait at the entrance while your child is called for dismissal

### CHILD RELEASE POLICY

**Anyone picking up a child from the must be authorized by the parent/guardian to do so.**

Authorized pick-ups may be edited on your Parent Portal

\*Per DHS Guidelines. All Campers must be signed in and out at the Center by an authorized adult.

**\*We are unable to accommodate pickup or drop off at off-site field trips.**

\*Individuals authorized to pick up must be **18 or older** with a valid photo ID.

\*We will **not** release your child to a minor or to **anyone** who cannot produce photo identification.

\*A valid ID will be required **each time** your child is released.

\*If you do not have your ID, you will be asked to call someone on your pick-up list to present your ID and sign out your child.

\* Emergency changes to your child's application may be done over the phone using your family specific PIN. – Keep this PIN private, as anyone with your PIN can alter your child's application.

### LATE PICK-UPS

Program hours end at 4:00 PM (STEAM Camp) and 4:30 PM (Oakland Beach Branch). Extended care is available until 6:00 PM for an additional fee. We are unable to provide care beyond these times.

If you are running late, please call us as soon as possible. A late fee of \$5 per child will be charged every 5 minutes past the program end time and added to your next payment.

If we do not hear from you by closing, we will contact your emergency contacts. If no one can be reached, the Warwick Police Department will be notified. Repeated late pick-ups may result in removal from the program.

## HEALTH AND SAFETY POLICIES

### ILLNESS

Please keep your child home if they have any of the following symptoms: fever, severe cold, discolored nasal discharge, diarrhea, sore throat, inflamed or watery eyes, undiagnosed rash, or vomiting.



If a child becomes ill during the day, they will be separated from the group, and a parent/guardian or emergency contact will be called for pick-up within 30 minutes.

Children with a fever of 100.4°F or higher, vomiting, or other signs of illness may return only after being symptom-free and fever-free for at least 36 hours.

### MEDICAL EMERGENCY PROCEDURES

In the event of a medical emergency, our staff will assess the situation and act accordingly. We will attempt to contact you first, if the situation allows, otherwise we will call 911 and contact you as soon as we ensure your child is safe and has received the attention they need.

### MEDICATION ADMINISTRATION POLICY

For your child's safety, we can only administer medication with written permission from a parent/guardian.

This authorization form must include the name of the medication, dosage, how often it should be given, and when it should be administered.

All medications—both prescription and over-the-counter—must be in their original container and clearly labeled for your child.

**A written order from a licensed physician is also required (this may include the prescription label).**

### RESTROOMS

Children will use the restroom one at a time. All children must be fully potty trained. Staff are not permitted to assist with toileting, changing, or cleaning for the safety of all children and staff. Accidents can happen. If your child is prone to accidents, please send a change of clothes. If a child has an accident and does not have a change of clothes, a parent/guardian will be contacted for pick-up within 30 minutes. Frequent accidents may result in removal from the program.

### THE STAFF

Our staff are caring adults and college-age team members dedicated to helping children grow and have positive experiences at the Boys & Girls Club.

All staff are selected and trained to serve as positive role models. They bring energy, enthusiasm, and a commitment to creating a safe and supportive environment.

Staff are CPR/First Aid certified, complete at least 20 hours of training each year, and undergo thorough background and employment screenings.

### SECURITY

All children's records are kept confidential and must be completed in full before enrollment.

Required records include the application, parent/guardian release form, medical information, emergency contact information, and any relevant updates on your child's progress.

Please keep all contact information, including home, work, and emergency phone numbers, up to date, along with any applicable custody or court documents.

### CHILD ABUSE AND NEGLECT – DUTY TO REPORT

Under Rhode Island law, any person who has reason to suspect that a child has been abused or neglected or has been a victim of sexual abuse by another child, must report their concern to the Department of Children, Youth and Families (DCYF) within 24 hours.

Reports can be made through the DCYF 24-hour hotline at 1-800-RI-CHILD.

Reporting is not an accusation—it is a way to share concerns so that appropriate authorities can assess the situation and ensure a child's safety.

### ACTIVITIES TO EXPECT AT CAMP:

Campers will be active and engaged in immersive activities throughout the day. From a friendly game of ping pong, to letting their creative juices flow with a paint brush, to swimming and water play, to a fierce competition on the kickball field. There will be no shortage of FUN!

There are low risks associated with all physical activities, sports, and games.

To help mitigate these risks, please ensure your child has appropriate clothing/footwear for an active day!

Flip Flops are fine to pack for the pool, but sneakers should be worn daily.

### CHECKLIST OF ITEMS YOUR CHILD SHOULD BRING DAILY TO BGCW

*Your child will keep their backpack with them during the day.*

**Please make sure all items are labeled.**

- Lunch – it must be bagged/no refrigeration or heat up available; no sharing allowed
- Water Bottle – will be able to refill
- Extra Snacks – bagged/no refrigeration or heat up available; no sharing allowed
- PLEASE- We are a NUT-FREE Facility - NO NUT PRODUCTS -

### Additional Items Encouraged

Sunscreen

### Appropriate Clothing

- Sneakers, Bathing Suit, Towel, Sweatshirt, Flip Flops, hat,

### PERSONAL PROPERTY AT CAMP

We make every effort to keep personal belongings safe; however, items brought to camp may be lost or damaged. **The Boys & Girls Clubs of Warwick are not responsible for lost, stolen, or damaged items.**

We strongly discourage bringing valuable or sentimental items, including electronics, jewelry, expensive clothing, sporting equipment, or musical instruments. All personal items are brought at your own risk.

### PROHIBITED ITEMS

The following items are not permitted at camp:

- Pets (including during drop-off and pick-up)
- Nut products (we are a nut-free facility)
- Skateboards, roller skates, or inline skates
- Tobacco, vapes, alcohol, or recreational drugs
- Weapons or items that could be used as weapons
- Magazines or materials with adult content

The Boys & Girls Clubs of Warwick are drug-, tobacco/vape-, and alcohol-free facilities. Individuals suspected of bringing prohibited items may be subject to a search of personal belongings. Any items deemed unsafe or disruptive may be confiscated and returned at the end of your child's time at camp.

### DISCIPLINARY POLICY

The primary form of discipline is time-out, where children are separated from the situation under supervision. Inappropriate behavior may result in dismissal for the day, suspension, or even expulsion. Parents must pick up their child within half an hour if they face any of these consequences.

### CODE OF CONDUCT

To create an environment that is positive, safe, supportive, and effective, the following principles for conduct have been set for the Club:

- \* Keep your hands, feet, and other objects to yourself
- \* When a staff member asks for attention, members should stop, look, and listen
- \* Practice the Golden Rule - Treat others the way you would like to be treated

**THIS IS YOUR CLUB! TAKE GOOD CARE OF IT!**

### ZERO TOLERANCE

The Boys & Girls Clubs of Warwick have a strict zero tolerance policy on:

Drugs & Alcohol	Weapons of any kind	Bullying/Violence/Threats
Destruction of property	Disrespect	

Anyone violating this policy will be expelled from Boys & Girls Clubs activities.

PARENT COMMENTS/CONCERNS

Your comments, ideas, and concerns are always welcome. We will provide program evaluation sheets on an annual basis but encourage your feedback at any time. Please feel free to discuss concerns with the Camp Directors and/or call the administrative offices at 467-4385

Operations Director  
Monique Rossi  
[Monique@wbgclubs.org](mailto:Monique@wbgclubs.org)

Associate CEO  
Karin Kavanagh  
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Chief Executive Officer  
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Be sure to visit our website, and Facebook pages:



<https://www.facebook.com/bgcwarwick>



<http://www.wbgclubs.org>