

# SUMMER PROGRAM 2007 POLICY AND PROCEDURE MANUAL



## BLACKSTONE VALLEY BOYS & GIRLS CLUB

OFFICE HOURS 7:00 A.M. - 6:00 P.M.  
508-883-6363

- EACH STAFF MEMBER CARRIES BASIC FIRST AID SUPPLIES AND IS FIRST AID & CPR CERTIFIED.
- EACH AGE GROUP HAS ONE STAFF LEADER
- ONE PROGRAM DIRECTOR WILL BE ON SITE



**GENERAL INFORMATION:**

This policy manual is intended to make operations run smoothly and fairly so that everyone may enjoy the park. Please abide by these guidelines. Failure to follow these policies and procedures will be dealt with accordingly.

Each child is required to become a member of the Blackstone Valley Boys & Girls Club. The registration fee is \$20.00 and allows members to utilize programs throughout the year.

**MEMBERSHIP IDENTIFICATION**

1. Each member *MUST* check-in at the Welcome Center to show attendance. When a child is picked up by an authorized person, they must check-out at the Welcome Center.
2. Children *MUST* wait in pool area to be scanned into the computer and out of the computer to show attendance in the pool in order to swim.

**PROGRAMS:**

- BASIC SUMMER PROGRAM FEE: \$350.00

This program is designed for recreational use of the club. From June 18<sup>th</sup> to August 24<sup>th</sup> a basic member can utilize the facility Monday through Friday from 9:00 a.m. to 4:00 p.m. This program also entitles family use of the pool on Saturdays from 12:00 – 5:00 p.m. *(unless the pool is reserved for a special function)*

- EXTENDED SUMMER PROGRAM FEE: \$600.00

This program is designed for working parents. From June 18<sup>th</sup> to August 24<sup>th</sup> an extended member can utilize the facility Monday through Friday from 7:00 a.m. to 6:00 p.m. This program also entitles family use of the pool on Saturdays from 12:00 – 5:00 p.m. *(unless the pool is reserved for a special function)*

**ALL MEMBERSHIP AND PROGRAM FEES ARE  
NON-REFUNDABLE AND NON-TRANSFERABLE  
ALL FEES MUST BE PAID IN FULL BEFORE ENTRY INTO THE PROGRAM.  
NO REFUNDS WILL BE GIVEN TO EXPELLED MEMBERS  
ALL REFUNDS NEED BOARD APPROVAL AND WILL BE  
CHARGED AN ADMINISTRATION FEE**

**DROP OFF PROCEDURES:**

A BASIC PROGRAM member *CANNOT* be dropped off before 9:00 AM. If your child is dropped off before this time an additional charge of \$20.00 will be billed to you and will be allowed SEVEN days to clear the late fee. If not paid in full a suspension day will occur. Upon entering the park, children must go directly to the Welcome Center and remain there until checked in and cleared by the staff to enter the park. This is a STAFF area only and children will not be permitted to hang around the Welcome Center

Please do not drop off children at any other location. We request that children get out of the car on the side closest to the Welcome Center and go directly to the Welcome Center. *For safety reasons please do not drop your child off in the middle of the parking lot. If your child has a lunch, it is his or her responsibility to place it in the basket to be brought to the cooler.*

**PICK-UP PROCEDURES:**

Staff will not release a child unless individuals are listed on the Release Form. Individuals must show proof of identification to staff. Any changes to the Release Form must be done prior to that day and must be done with the office staff by the child’s parents. If an emergency arises the office

must be notified via telephone and a fax **MUST** be sent to release the child. Written requests are a **MUST** and verbal requests are not accepted. This is designed for your child's safety.

Please park your car, proceed to Welcome Center and give child's name to Staff. Children must be signed out before leaving the park.

*Please be advised that parents who have children in the pool upon arrival will be waiting approximately 15 minutes in order for children to change and proceed to checkout.*

*Please park in the designated parking areas - not next to the stone wall.*

*It is against the law to leave toddlers in unattended vehicles.*

**LATE PICK-UP:**

A late fee of \$20.00 will be charged for any pick-up after 5 minutes has elapsed. This fee will be invoiced to your home and strictly enforced due to staff inconvenience. Invoices must be paid within 7 days. After the 7 days your child/children will be suspended until paid in full.

**CHILDREN WALKING OR BIKING:**

Some children will be permitted by their parents to arrive and depart the club daily on their own. Please note that this requires a special release form and that only one entry into the park and one exit out of the park each day will be allowed.

Children entering the park on bikes must walk their bikes through the narrow driveway entrance for safety purposes. Bikes must be parked at bicycle racks and should be locked for safekeeping. **Massachusetts State Law requires children under the age of 12 to wear a helmet.**

**VISITORS:**

All parents are welcome to visit the club at any time and will be required to register at the Welcome Center. Each visitor will be assigned a visitors pass. A positive identification will be required and no parents are permitted in the park without a visitors pass.

**TELEPHONE:**

Club telephones are not available for member use except in emergency situations, which is to be decided by the office staff.

**PARK CLOSING:**

If the club is closed due to sever weather, announcements will be made on WNRI or WPRO radio stations.

**WEEKENDS POOL USE:**

As previously noted, members are welcome to use the pool on Saturdays from 12:00 p.m. to 5:00 p.m. While Lifeguards will be on duty, land staff will not, therefore parents are responsible for their children.

**DRESS CODE:**

We realize that the club is open during the hot weather and that children will want to wear cool and comfortable clothing however, we ask that reasonable standards of modesty and good taste are followed. Many club activities are physically oriented and sneakers or closed toed shoes are mandatory. **No sandals can be worn outside the pool area.** If appropriate footwear is not worn parents will be called to pick their child up or bring them sneakers.

**RECOMMENDED ITEMS:**

- Bag lunch and/or money for concession (the color of the group your child is in should be written with a permanent marker on their lunch bag)
- Swim suit and towel
- Sun screen (*application is parent/child responsibility*)
- Aqua socks or flip flops (*pool area*)
- Water bottle and plenty of fluids

*Please clearly mark all personal property including lunches, back packs, etc with a permanent marker for identification purposes.*

**PROHIBITED ITEMS:**

- Walkmans/CD Players/Radios, IPODS, two way radios, video games & phones.

**ANYTHING ELECTRONIC IS PROHIBITED**

- Trading cards of any kind.

**BLACKSTONE VALLEY BOYS & GIRLS CLUB STAFF WILL CONFISCATE THESE ITEMS AND ONLY A PARENT CAN RETRIEVE THEM. ITEMS WILL BE HELD IN THE OFFICE. SECOND OFFENSE WILL RESULT IN CONFISCATION OF ITEM(S) FOR THE REMAINING OF THE SUMMER PROGRAM.**

**DAILY SCHEDULE:**

Groups will be strictly enforced and NO changes to groups are allowed. Activities except general swim are grouped by grade levels as follows:

Grade Levels:	1, 2 and 3	Red Group
	4 and 5	Green Group
	6 and 7	Blue Group

**MEDICATION POLICY:**

All medications must be administered at home unless specified by a physician. Medication forms must be filled out with the First Aid Attendant and filed accordingly. Medications that need to be dispensed during park hours must be given directly to the First Aid attendant. All medications must be in a labeled original pharmacy container. Other staff members are prohibited from handling any medications.

**ILLNESS:**

When a child becomes ill or complains of not feeling well, he/she will be sent to the first aid station. If it is determined that the child should go home, parents will be contacted. If a parent is unavailable the emergency contact on the registration form will be notified. Upon determination of dismissal we expect your child to be picked up in a timely manner. It is not necessary for you to call the club to report your child's absence. Any changes in phone numbers or emergency contacts must be reported immediately to the office.

**CODE OF BEHAVIOR:** BLACKSTONE VALLEY BOYS & GIRLS CLUB rules are designed for member protection and will be strictly enforced. Please remember all of these rules are in place for your child's protection.

**MEMBER DISCIPLINE**

The following rules, if broken, will result in automatic expulsion from the park and immediate notification to the *police department*:

1. ANYTHING DRUG, ALCHOHOL OR TOBACCO RELATED
2. ANY TYPE OF WEAPON
3. ANY SEXUAL MISCONDUCT

The following rules may lead to expulsion even if it is the first offense:

1. LEAVING THE PARK WITHOUT FOLLOWING PROPER SIGN OUT PROCEDURES (applies to parent & child)
2. FIGHTING
3. STEALING
4. VANDALISM
5. BEING ON THE TRAIN TRACKS, BY THE RIVER, OR ANYWHERE OFF OF PARK PROPERTY

**OTHER RULES:**

1. No littering
2. No swearing
3. Members are expected to respect the rights, safety and welfare of all other members and staff
4. Fair play in all activities
5. Follow directions given by staff
6. Follow all pool rules
7. Members must be in an appropriate age supervised zone at all time

**ACTIONS:**

1. First Offense - written warning/notify parents
2. Second Offense - one day suspension
3. Third Offense - one week suspension
4. Fourth Offense - automatic expulsion

FIGHTING WILL LEAD TO AN AUTOMATIC SUSPENSION. THE NUMBER OF DAYS IS TO BE DETERMINED BY THE PROGRAM DIRECTOR, EVEN IF IT IS THE CHILD'S FIRST OFFENSE.

## AREA RULES

### LOCKERS :

The lockers will be located in the Welcome Center building. Children will not be allowed to enter the locker area unless they are accompanied by a staff.

### BATHROOMS AND CHANGING ROOMS:

Bathrooms and changing rooms are to be used for their intended purpose. Please no running, fooling around or horse play as these areas are usually very wet and someone could get hurt. The bathrooms are NOT an area to hang out in. Please use modesty while in these areas and be aware of all the ages that are attempting to change in and out of their bathing suits.

### CONCESSION STAND:

The concession stand is only to be used by members when it is open and if you are eating, drinking or using the bathroom. Shoes and clothes must be worn at all times. Children are responsible to clean up after themselves. During the scheduled lunch periods, only the children with their age group will be allowed access to this area. If a child forgets a lunch and/or money they will be required to go to the office and obtain a "charge" lunch pass. This will consist of a hotdog, drink and chips, NOT AN OPEN MENU choice. No ice cream will be sold before 11:00 a.m. The concession staff will keep track of charged lunches and parents will be responsible for the charge and it must be paid by the end of the next day. Please remind your child to use their lunch money for lunch and not other concession items. Concessions will be closed and locked at 3:00 pm.

### ZONE #1 (skate park, upper basketball, grassy area behind pool)

No climbing on fences, use caution while walking through these areas and please keep the basketballs in the court area. If equipment goes over fence into grassy area notify a staff member to retrieve it. The Skate Park requires a special permission slip and without the return of this slip **NO MEMBERS WILL BE ALLOWED IN THIS AREA.**

### ZONE #2 (playground, soccer field and gym)

Use all equipment safely and respect the safety of other members as well. If you are utilizing the soccer field you must stay off the wall, well covers, and allow staff to retrieve any equipment that goes over the wall or by the railroad tracks. You must clean up after yourself, which includes water bottles, candy wrappers, Popsicle sticks, etc. Prior to moving to the next zone you will be asked by your staff to recheck the area for cleanliness. **NO FOOD OR DRINKS are allowed in the gym.**

### ZONE #3 (Lower basketball/baseball field/theatre)

Stay away from path to railroad tracks and railroad tracks, river and wooded area beyond baseball field. Members must use caution when using the stairs leading to the baseball field.

### STONE HOUSE

No running in the building, control noise level and only staff personnel are allowed behind the desk. Members are not allowed upstairs in the Stone House unless a staff member is present.

## POOL

The pool is open Monday – Friday from 9:00 a.m. to 4:30 p.m. During pool hours groups will be called to the pool by the lifeguards on duty. The children will be required to be in a bathing suit and must take showers before swimming. All children must obey pool rules which are strictly enforced by the lifeguards. Swimming privileges will be revoked by the lifeguards at their discretion. The pool rules are as follows:

- Keep your hands to yourself, no splashing, hitting, throwing or pushing anyone into the pool. No kicking, chicken fights, spitting water, or holding anyone under.
- No hanging on lane lines or congregating on steps or ladders.
- NO RUNNING IN THE POOL AREA AT *anytime*.
- Bathing suits must be worn; however you may wear a WHITE t-shirt over your suit.
- Hair longer than shoulder length must be tied back with an elastic
- No food or drinks including gum are allowed in the pool area.
- Backpacks will be allowed in the area for you to store your belongings
- No band aids are allowed
- Diving Board rules include no flips, one bounce prior to diving, only person on the board at one time and you must wait until the person prior to you has reached the second ladder before you may dive or jump of the Board. You must be certified by a lifeguard to use the diving board.

*Failure to comply with the above rules could result in temporary or permanent suspension of pool use and or disciplinary action from a program director. Our lifeguards have the final say with regards to pool rules.*

Closing of the pool can be for several reasons which include lighting, a missing child, chemical imbalance, etc. If the pool is closed it must be done in an organized timely fashion which the lifeguards will explain to children during orientation.

Basic members will be required to leave the pool promptly at 3:00 p.m. This is for your convenience and will help eliminate wait time at checkout. Extended members are allowed in the pool until the pool closes at 4:30. However, the pool doors will close at 3:00, therefore all extended members must enter the pool area by 3:00 in order to swim from 3:00 to 4:30.