



# Boys & Girls Club of Summerside



## **PARENT HANDBOOK**



The Boys & Girls Club of Summerside  
364 Notre Dame Street  
Summerside, PEI  
C1N 1S7

## Boys and Girls Club of Summerside Overview

On behalf of our staff and volunteers we would like to welcome you to The Boys & Girls Club of Summerside and thank you for choosing organization. Our hope is that with this information package we are able to help you prepare your child(ren) for their Club experience. The Boys and Girls Clubs of Canada is a leading provider of programs to children and youth that support the healthy physical, educational and social development of more than 150,000 young people and their families each year. Our Club creates a safe, supportive environment where children and youth experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life. Our objective is to provide our members with access to structured, enriching recreational and social programs outside of school which will positively impact their peer relationships, emotional health and academic performance. We want to make you and your child(ren)'s experience with us unforgettable and if you have any questions please do not hesitate to contact us. Thank you again for choosing our Club, we truly appreciate your support!

## Contact Numbers

Main Line: 902-436-9403

Youth Engagement Centre: 902-724-3150

Main Office: 902-436-2273

Executive Director Adam Binkley: 902-303-3343

Executive Assistant Nicole Babineau: 902-303-4884

Director of Operations Morgan Carlile: 902-303-4883

Program Director Chris Ellis: 902-303-4059

Rogers Raising The Grade Education Manager Sarah Wilson: 902-303-4386

Gold Rush Coordinator Trena Rogers: 902-436-7874

Volunteer Coordinator Michelle Cole: 902-436-9403

## Social Media Tools

Website - [www.ssidebgclub.com](http://www.ssidebgclub.com)

Facebook - [www.facebook.com/bgcsommerside](http://www.facebook.com/bgcsommerside) or

[www.facebook.com/pages/Boys-and-Girls-Club-of-Summerville/274826235970026?ref=hl](http://www.facebook.com/pages/Boys-and-Girls-Club-of-Summerville/274826235970026?ref=hl)

Twitter - @bgcSummerside

## Core Values

In our work with children, youth, families and communities, all Boys and Girls Clubs are guided by the following Core Values. These Core Values are the standard by which all Boys and Girls Club services are measured.

**BELONGING** - We welcome everyone in a safe, accepting environment based on belonging and positive relationships.

**RESPECT** - We ensure that everyone (children, youth, families, volunteers and staff) is heard, respected, valued and treated fairly.

**ENCOURAGEMENT AND SUPPORT** - We encourage and support every child and youth to play, learn and grow to achieve their dreams.

**WORKING TOGETHER** - We work together with young people, families, volunteers, our communities and government.

**SPEAKING OUT** - We speak out with children, youth and families so that we can make our world better.

## **Our Staff**

The BGCS recognizes the tremendous impact a positive experience has on the development of a child. All staff demonstrate a personal interest in ensuring that your child's experience is one that will be cherished and remembered for a lifetime. Our staff is selected based upon their leadership skills, experience and genuine interest in working with children of all backgrounds and abilities. All staff are carefully screened and trained in BGCS Healthy Child Development Principles, First Aid and CPR.

## **Indoor Sneakers**

The Boys and Girls Club of Summerside are asking that all members bring indoor sneakers with them daily for gym use. Shoes should have either Velcro or shoe laces to provide proper support for your child while participating in physical activities. If you are not able to provide indoor sneakers for your child(ren), please speak with the Director of Operations as we do require indoor sneakers for gym use.

## **Sign-Out of Children**

To ensure the safety and well-being of each and every Club Member, we require all Club Members to be signed out each day by a parent or guardian 18 years or older. Please make sure to sign your child out every day. Please inform the Program Director every day if there are custody issues or any other extenuating circumstances we should be aware of. Your child will only be released to the names marked under "Contact Information" on their membership form. If someone is picking your child up that is not on their "Contact Information" you must notify the Program Director or Director of Operations in advance or send a note with your child. If you feel your child is old enough and it is suitable for them to walk/bike home please make arrangements with the Program Director or Director of Operations ahead of time (A signed permission letter from parent/guardian will be needed).

## **Late Pick Up**

If you are going to be picking up your child late, please advise the Program Director of such information. This is not to be a regular occurrence, and if it is, additional costs may be levied.

## **Health & Safety**

Like parents, staff considers the health and safety of Club Members as our foremost concern. Our staff are trained to make safety the number one concern when conducting activities with our members. If you ever have a health or safety concern regarding programming, please contact the Director of Operations or the Program Director.

## **Illness**

If your child is feeling ill before programming times we ask that you please keep them home to reduce the chance of spreading his or her illness to other members. If your child becomes ill during programming, every effort will be made by staff to keep your child comfortable until a parent/guardian can pick your child up. Please pick your child up as soon as you receive a phone call notifying you of the illness. If you are working and are unable to leave, you need to have a suitable alternative emergency contact that can pick up your child immediately.

## **Preventing Illnesses**

There are many ways to prevent any illness and disease. The following are easy ways to help make our Club a healthy and clean place for everyone:

- ❖ Clean your hands often. Use hand sanitizer or wash your hands with soap and warm water frequently (after eating, after activities, after using the washroom, etc.).

- ❖ Cover your mouth and nose when you sneeze or cough. Use a tissue!
- ❖ Label your children's items so they are not confused with others.
- ❖ Absolutely no sharing items, clothing, bathing suits, towels, food and snack (for allergy purposes), etc.
- ❖ Have a separate bag for wet or dirty articles of clothing.
- ❖ Proper rest and healthy nutritious food for snacks and lunch.

## Medication

If your child requires medication, it must be sent along in the original container. We absolutely cannot administer any form of medication that does not come in the container which it was purchased. Although day of the week dispensers may be convenient at home, we cannot use them at our Club. Please notify the Program Director during registration and fill out the "Consent to Administer Medication" form at the time of registration. Please include the condition that requires the medication and when the medication is to be administered.

### CLUB POLICY FOR ILLNESS AND MEDICATION:

BGCS is committed to ensuring that all children attending the Club programs are healthy and that medications are administered in a safe and controlled manner. Accordingly when a child has a contagious illness or is too sick to attend Club programming, they should not be subject to any of the following:

- ❖ Has a temperature of 101 degree Fahrenheit (38.4 degrees Centigrade) or over.
  - ❖ Has had a fever in the last 24 hours.
  - ❖ Has vomited during programming within the last 24 hours.
  - ❖ Has been on a prescribed medication for less than 24 hours for a condition requiring exclusion from the program according to the provincial communicable diseases as defined by the Dept. of Health.
  - ❖ Has had a rash that has not been identified by parent or physician or that appears to be worsening.
  - ❖ Has a severe cold with fever, sneezing and heavy nasal drainage.
  - ❖ Appears really sick without any obvious symptoms.
  - ❖ Requires one - to - one attention from a staff member in order to allow the child to cope and be reasonably comfortable.
  - ❖ Has a disease/illness/condition listed as communicable.
  - ❖ Is unable to participate in all activities - indoor and outdoor. If a child is too sick to go outside then he/she cannot attend the program.
  - ❖ Has chickenpox. Your child will be excluded from the onset of symptoms for 5 days until the majority of the pox is scabbed over.
  - ❖ Have head lice which without being treated. Parents are asked to notify either the Program Director or Director of Operations if their child has such a condition, as this is highly contagious.
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- If at any time the staff feels that a child is too sick to be in the program, the child will not be allowed to attend.
  - Medications will be stored in a container in the refrigerator or designated cabinet and will be locked. It is the parent's responsibility to take the medication home at night. Epi-pens and puffers will be kept close at hand as required by the child's condition.
  - Do not leave any medication, such as Tylenol, decongestant, vitamins or any prescriptions medication in child's personal belongings.
  - If your child becomes ill while in the Clubs care, parents/guardians will be notified immediately. In the event that the parent or the designated alternate contact cannot be reached, the child will be isolated from the other children until the parent/guardian picks up the child.
  - Parents/Guardians will be required to fill out a Medication consent form before staff can administer medications to their child. A medication record sheet will be maintained by the Club.

- If in the opinion of the Club staff, your child requires immediate attention, they will be taken to the hospital for treatment.

## **Behavior Management Procedures**

It is a goal of the BGCS to provide a healthy, safe, and secure environment for all participants. The BGCS teaches the core values of caring, honesty, respect and responsibility. Children who attend the program are expected to follow the behavior guidelines and to interact appropriately in a group setting. Failure to follow these guidelines may result in suspension.

## **Behavior Guidelines**

- ❖ People are responsible for their actions.
- ❖ We respect each other and the environment.
- ❖ Honesty is the basis of all relationships and interactions.
- ❖ We care for ourselves and those around us. When a child does not follow the behavior guidelines, we take the following steps:

### STEP 1

A staff member directs the child to more appropriate behavior.

The child is reminded of the behavior guidelines and rules, and a discussion will take place.

### STEP 2

If the inappropriate behavior continues, staff will document the situation. This written documentation includes: what the inappropriate behavior is, what provoked the situation, and then a solution to the problem for future choices. The staff notifies Program Director and the Program Director will discuss the situation with parent.

### STEP 3

If the inappropriate behavior continues the Program Director will discuss the situation with parent to come up with a plan to manage inappropriate behavior.

If inappropriate behavior continues to disrupt the program, the BGCS reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations.

The following behaviors are not acceptable and may result in the immediate suspension of a participant for the remainder of the current program day, week or possibly the entire program:

- ❖ Endangering the health and safety of children and/or staff, members and volunteers.
- ❖ Stealing or damaging BGCS or personal property.
- ❖ Leaving the program without permission.
- ❖ Continuously disrupting the program.
- ❖ Refusing to follow the behavior guidelines or rules.
- ❖ Using profanity, vulgarity, or obscenity frequently.
- ❖ Acting in a lewd manner.

## Photographs

A photograph taken of your child(ren) at the Club allows us to represent activities and programs that we carry out to sponsors and the community. Photographs are taken throughout each session for various marketing purposes. By signing the consent line on the registration form you authorize the Boys & Girls Club of Summerside to use pictures of your child in their advertising and promotional materials. These materials may be used for internal and external use, but may not be sold to any external parties. If you have any concerns or don't wish your child to be photographed, please mark accordingly on the membership form.

## Lost and Found

All lost articles are collected daily and kept at the Club. Please LABEL EVERYTHING to make identification easier. Use first and last names when labeling your child's things. Due to the volume, lost items will be kept for one month. If you do not see the item(s) in our lost and found, please inform an employee. If there are a lot of items then we will have multiple locations.

## Hours of Operation

- ❖ School Year (Start of September to end of June): 6:30am to 6:00pm
- ❖ Summer (End of June to End of August): 6:30am to 5:30pm

## The Club is Closed On The Following Holidays

- ❖ New Years Day (January)
- ❖ Islander Day (February)
- ❖ Good Friday (April)
- ❖ Easter Monday (April)
- ❖ Victoria Day (May)
- ❖ Canada Day (July)
- ❖ Labor Day (September)
- ❖ Thanksgiving Day (October)
- ❖ Remembrance Day (November)
- ❖ Christmas Eve Afternoon/Evening (December)
- ❖ Christmas Day (December)
- ❖ Boxing Day (December)

## Inclement Weather Procedure

In the event of inclement weather and you are uncertain as to whether or not the Club is open, we ask that you please check local media outlets as well as our social media pages. The Club will post information at least 1 hour before the scheduled opening time ONLY if the Club is closed due to inclement weather.

If school is dismissed early, the Club will pick members up from school at the required time (decided by the school system) that are scheduled to be here for that day. If your child is not scheduled to come and you need us to pick your child up, please contact either the Program Director or the Director of Operations immediately to see if this is possible. The Club will make every effort to pick up as many children as possible as we understand the situation. On an early dismissal of school, the Club will remain open for the regular scheduled time. In the event that the Club has to shut down early due to inclement weather, we will post on our social media pages as well as inform all local media. We will also contact all parents/guardians whose child is at the Club. When there is inclement weather and there is either no school or school has to close early, all Club evening programs will be cancelled. This is done as a safety precaution.

## Registration and Enrollment Procedures

The Boys and Girls Club of Summerside offer a wide variety of programs based on the needs of the community. All participants are required to register for each program individually. Registering for a program does not guarantee that your child is automatically entered in the program as space is limited per program. You will be notified if there is a waiting list for the desired program you are registering for. If you are on a waiting list, you will be notified as soon as a space becomes available. There is a \$25.00 yearly membership fee which entitles you to register for all programs. The membership fee is an annual fee and it is required to be renewed every year (January 1).

You will be required to fill out a registration form for your child. This form will include emergency contact information, any medical history of your child, emergency contact information, etc. Please ensure that all information you list on the membership form is current. You can inform either the Program Director or Director of Operations of any changes that need to be made at any time.

All part time members are required to fill out the schedule on the backside of the membership form. You are required to pay for the days you have marked off. This is only done for staffing purposes.

## Cancellation or Withdrawal From Programming

In the event that a parent/guardian wishes to cancel or withdraw their child(ren) from the Boys and Girls Club of Summerside, a one month notice to the Director of Operations must be submitted. If you no longer need our services after a statement has been printed, you will be required to pay the amount for the month.

## Programs

The Boys and Girls Club of Summerside also offer a wide variety of programs based on our community's need. These programs vary year to year and are offered evenings and weekend. Please see below for a full list of programs, their descriptions as well as their times. If you have any questions about these programs or would like more information, please contact either the Program Director or the Director of Operations:

### BREAKFAST PROGRAM - Monday to Friday, 6:30am to 8:30am, All Year

This program offers a free healthy, nutritious breakfast for all members that attend. Fully supervised by trained staff, it promotes healthy lifestyles and healthy living by getting participants active before they are transported to school in our 15 passenger vans. It is the first ever breakfast program on the Island and we are proud to announce that we have served over 99,000 free breakfasts to date!

- Cost: \$3.00/morning (fee only applies during the school year)

### AFTER SCHOOL PROGRAM - Monday to Friday, 2:30pm to 6:00pm, School Year

Our members are picked up from schools in Summerside and surrounding areas by 15 passenger vans and are transported back to the Club. Here they will be provided with a healthy/nutritious after school snack and will do a variety of organized physical, social and educational activities. Groups are created according to the grade they are in and they will have the opportunity to experience everything that the Club has to offer by doing various organized activities throughout the Club. Also, members have the option to do their daily homework in our homework room that is fully supervised by both staff and volunteers!

- Cost: "Part Time" and "No School Days" Membership = \$9.00/day & \$20.00/day on "No School Days"  
"Full Time" Membership = \$170.00/month & additional \$12.00/day on "No School Days"

SUMMER CAMP - Monday to Friday, 6:30am to 5:30pm, End of June to End of Aug.

The Boys and Girls Club of Summerside offers a one of a kind summer experience for children from the ages of 5 to 14. Members participate in a number of exciting activities that are planned by our amazing staff and are designed to promote fun, educational and intellectual opportunities for every member. Children that participate will meet new friends, challenge themselves and be taught how to apply what they learn into their everyday lives! Here is a list of just a few amazing opportunities our members will participate in throughout the summer camp:

- ❖ "Super Nova" science & technology camp
- ❖ Sports camps that include: soccer, basketball, baseball, flag football, ball hockey, beach volleyball, tennis, golf... and many more
- ❖ Art camps
- ❖ Craft camps
- ❖ Theatre camps
- ❖ Tons of fun water activities
- ❖ Healthy lifestyle camps
- ❖ Swimming camps
- ❖ Field trips to Shinning Waters, Mill River Fun Park and Camp Tamawabe
- ❖ Nature walks
- ❖ Scavenger hunts
- ❖ Team building activities
- ❖ Reading club
- ❖ Lobster Carnival activities
- ❖ A variety of fun organized physical activities

These are just a few of the many amazing opportunities offered to each member every summer at the Boys and Girls Club of Summerside. Our goal is to make each summer camp a memorable experience for every child as well as giving each member the opportunity to make lasting friendships and develops new skills that they will be able to use in their daily lives. Our staff are trained to offer an experience for every member that promotes a sense of belonging, respect, encouragement, support, teamwork and speaking out.

- Cost: "Part Time" Membership = \$25.00/day & \$30.00/day on "Field Trip Days"  
"Full Time" Membership = \$950.00/entire camp (including "Field Trip Days")

WALTER GRETZKY LEGACY BALL HOCKEY PROGRAM - Saturday, 3:00pm to 10:00pm, Nov. to end of April

This program offers the opportunity for participants to come to a safe environment that is fully supervised and play ball hockey with their friends. It is not a league and it is not necessary to attend every session, it serves more as a drop in atmosphere where teams are made each session and a tournament style format is created based on the number of participants. Indoor sneakers are required. Helmets and sticks are provided for members (if your child wants to bring his/her own helmet, they can but sticks are provided as we have ones that do not mark our floor).

- Cost: Yearly membership fee of \$25.00

CRAFT CLUB PROGRAM - Mondays 6:00pm to 7:00pm, Nov. to end of April

Our "Extreme Craft Night" program is designed to focus on promoting creativity in a safe environment. This program allows our members to build self-esteem and confidence by making fun and creative crafts once a week.

- Cost: Yearly membership fee of \$25.00

FACING THE BULLY "PICK WITH ME" GUITAR & ANTI-BULLYING PROGRAM - Tuesday 6:00pm to 7:00pm  
Nov. to end of April

The primary focus on this program is to inform members of the harms and effects bullying can have on each other. Members will receive a free guitar upon joining the program (which they keep forever!) and will learn how to play the guitar by staff who excel at both playing the guitar and teaching lessons. Each guitar lesson will start with a fifteen minute conversation and information session on what bullying is, why it is harmful, how it can affect someone and what they can do to stop it from happening.

- Cost: Yearly membership fee of \$25.00



FRIDAY NIGHT DROP IN PROGRAM - Fridays 6:00pm to 9:00pm, Nov. to end of April

Our drop in program is fully supervised by trained staff who will organize and implement a wide variety of fun organized activities for our members. It is a place where each participant will learn valuable life skills, build self-confidence, self-esteem and make friendships that will last a lifetime!

- Cost: Yearly membership fee of \$25.00

GIRLS SQUAD- Wednesdays 5:30pm to 7:00pm. Program Runs Various Times Yearly

Girls Circle is designed to foster self-esteem, help girls maintain authentic connections with peers, counter trends towards self-doubt and allowing genuine self-expression from each participant. We are able to accomplish this through role playing, drama, journaling, drawing, collage and many other methods. Girls get to voice their ideas and opinions in a safe environment with the idea that it will strengthen their confidence and encourage each participant to express herself more fully.

- Cost: yearly membership fee of \$25.00

FRIDAY NIGHT DANCES - Friday 6:00pm to 8:00pm, One Friday Per Month

Fully supervised Dance for children in grades KD to grade 6. Lots of fun music for children to get active and show off their favorite dance moves! Canteen is available. Please note that indoor sneakers are required and parents/guardians must come in to drop off and pick up their child(ren). An information sheet is required to be filled out for all non-members so we can receive an emergency phone number.

- Cost: Members \$1.00
- Non-Members \$4.00

COMMUNITY KIDS - Incorporated In Various Program Throughout The Year

This program is focused on teaching members the value of respect and the importance of helping others through a variety of community orientated projects. We encourage members to make a difference in their community by aiding other organizations and events/benefits.

- No cost as it is incorporated in various programs.
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CARDIO KIDS - Incorporated In Various Program Throughout The Year

Cardio Kids is directed at reducing child obesity by creating fun physical activities that encourage participation from all members to get active and make healthy choices in their lives. Physical activity makes builds self-confidence and self-esteem which they are able to incorporate in anything they do.

- No cost as it is incorporated in various programs.

COOKING CLUB - Wednesdays 6:00pm to 7:00pm. November to end of April

We are very excited about our brand new baking club. This program is designed to enable members to learn the basics of baking. Kids will learn about different kitchen utensils, appliances, and kitchen safety. They will learn to follow recipes and different decorating techniques and tips. Members will be encouraged to be expressive and creative while cooking!

- Cost: yearly membership fee of \$25.00

BOOKS BEFORE HOOKS BOXING CLUB PROGRAM - Tuesdays and Thursdays 4:15pm to 6:00pm. November to end of April

This is an educational boxing program, youth are required to complete homework assignments then they are permitted to complete a boxing workout in the gym. This program is designed for a cardio workout and to instill confidence in the participants as well to promote the importance of education in a fun positive environment!

- Cost: yearly membership fee of \$25.00

AIMING FOR EXCELLENCE ARCHERY PROGRAM - Tuesdays 6:00pm to 9:00pm. November to end of April  
Program designed to teach **patience, inner calmness** and the **ability to focus** on hitting the targets. Safety is a very strong element to this program. It is a sport that anyone can learn and does not require athletic abilities which helps include youth who might otherwise not be part of a physical sport. The youth will be responsible for helping us set up and tear down the archery equipment which helps foster a sense of responsibility with the youth.

- Cost: yearly membership fee of \$25.00

## Payment

We ask that all payments are made in full at the start of the program/in advance. You can either pay with cash, debit, credit, cheque, postdated cheque or electronic transfer. Please inquire with the Director of Operations if you have any further questions on methods to pay. If the program is more than one month long then we ask that payments are made at the start of the month. Please see below for a step by step process. If you ever have any questions about your bill, please contact the Director of Operations.

FIRST - You will receive an electronic statement via the e-mail you have provided us on the membership form. It will also be posted around the Club to notify you to pick your statement up. Statements will be printed the 2<sup>nd</sup> business day of every month and it will include the current month. Example: December's statement will have what is owed for December (as payments are to be made in advance).

SECOND - Payments are due no later than 6 business days of when the statement has been printed.

THIRD - If a payment has not been made. An e-mail will notify you that you will have 3 business days to make a payment. This will be the final notice.

**Failure to pay will result in your child(ren) not being able to attend the Boys and Girls Club of Summerside and your balance will be sent to a third party collection agency.**

## Subsidy Application Procedure

At various times, parents and guardians may find that they require assistance to place their child / children in various programs at the Club. It is for this reason that the Boys and Girls Club of Summerside has created a Subsidy Program.

### Who is eligible to apply?

Assistance is available for members from low income families who do not have the financial means to afford the total cost. Subsidies may, at the discretion of our Board of Directors, be limited in various programs based on the demand for those programs.

### When must applications be submitted?

We ask that applications be submitted once confirmed that a place in the program is reserved for your child / children. **We also must have it submitted 60 days prior to the start date of the desired program that you would like your child to attend.** If that is not possible and you are joining a program after its start date, we ask that you submit the application form as soon as possible so that we can get it to our Board of Directors for review.

### What exactly does being qualified for subsidy mean?

If approved for our Subsidy Program, your child / children are approved to attend the specific program that you signed your child / children up for. Please note that this does not mean that your child / children are approved

for all programs we offer. Because there is such a demand for our programs, certain programs require a waiting list as they are currently running at a maximum capacity. **It is the parent/guardian's responsibility to contact the Director of Operations at least 60 days prior to every program start date to request for the subsidy application. It is not the Club's responsibility to assume that you require subsidy for every program your child attends.**

How much assistance can my child receive?

It is our goal as a Boys and Girls Club to assist as many children as possible with the funds we have available for our Subsidy Program. On the application form there is a space to fill in the requesting amount to be subsidized by the Club. If you are requesting for the full amount then please mark "Full Amount". It will be determined by the Board of Directors how much our Club is able to subsidize. Please note that we receive many applications every year and we take every application into consideration. What we are able to provide is based on our Subsidy Program account which changes from year to year.

What is the procedure to apply for assistance?

Please complete the enclosed Subsidy Application Form and return it to the office along with a completed Membership Application Form. **Be sure to answer all questions and provide all requested documentation in order for your request to be eligible.** This helps ensure that we provide assistance in a fair and consistent manner. Incomplete forms will be returned, delaying the processing of your application. If your application is denied, you will be required to pay the required program amount.

Where do the Subsidy funds come from?

Financial assistance is provided thanks to the generous support of various businesses, organizations and other donors in the community.

Thank You Letters / Testimonials:

Our donors appreciate hearing how their donation helped a child in need. A thank you card or letter from you and your child will help us show appreciation to our donors and in promoting our fundraising efforts in the future. When donors hear how their donation helped make a difference in a child's life, they are more likely to donate again and encourage others to do the same. Please help us thank our donors with letters, cards and stories (for privacy, you do not have to use your full name; you may also just sign with your initials).

## **Payment Plans**

If you are not able to make the full payment by the requested time each month, a payment plan is an option. Please inquire with the Director of Operations and we will work with you to find what the most convenient schedule is for you.