

# **Ludlow Community Center Randall Boys & Girls Club Summer Camp 2011 Parent Handbook**

## **About The Club**

The Ludlow Community Center/Randall Boys & Girls Club (formerly known as The Ludlow Boys & Girls Club) has been in existence for over 50 years and is a member of the United Way of Pioneer Valley and Boys and Girls Clubs of America. A 30 member Board of Directors who has hired a CEO/President to oversee the daily operation of the center governs The Ludlow Community Center/Randall Boys & Girls Club.

The Ludlow Community Center/Randall Boys & Girls Club is a human service agency, providing a wide range of service to meet the needs of our members and the communities we serve. It is our goal to provide quality programs in a positive environment, providing for the enjoyment of our members with proper supervision, guidance, and instruction in order to build citizens with good character and high self-esteem. One of our vehicles for doing so is the personnel we employ, kind, caring individuals contributing their expertise to the programs we provide. Our staff, working together in cohesive fashion, focused on our common goal, is what makes The Club a unique entity.

## **Statement of Purpose**

The Ludlow Community Center/Randall Boys & Girls Club Summer Camp Program provides reliable childcare for working parents. The program is designed to provide care for children ages six to fourteen (having completed grades K-8) during the summer. The Randall Boys & Girls Club does not discriminate in providing services to children or their families on the basis of race, religion, cultural heritage, political beliefs, or marital status.

## **Program Philosophy**

The program is designed to provide quality childcare during the eight weeks of summer camp. The camp is licensed by the local board of health and must comply with regulations of the Massachusetts Department of Public Health. The program is run by professional youth workers trained in Youth Development and Education. A wide range of activities are implemented to foster a child's physical, emotional, cognitive, and social development. Children in the summer camp program are exposed to a variety of activities that are age appropriate. A child's maturity level and physical capabilities are used to determine certain program activities. Activities include: swim lessons, arts & crafts, recreational swim, hiking, fitness, theme days, outdoor play, gameroom time, gym time, group games, field trips, field games, and much more.

## **Program Overview**

The Summer Camp Program will run for eight weeks starting June 27<sup>th</sup>. The program hours are Monday through Friday from 6:30AM to 5:30PM. Our camp services boys and girls ages six to fourteen (having completed grades K-8). Campers and their families have the option of registering for all eight weeks of camp or individual weeks.

## **Children Served**

The Randall Boys & Girls Club will not discriminate in providing day care services for individuals based on race, creed, cultural heritage, political beliefs, handicap or marital status. The Randall Boys & Girls Club does reserve the right to deny services for individuals who do not meet services and financial eligibility criteria for enrollment into the Summer Camp Program.

## **Administration and Staffing**

The positions of Summer Camp Director have been designated to the Human Service Director. She will oversee the daily operation of the camp program. To assist with the daily camp activities the Human Service Director will hire Senior Counselors and Counselor's In Training who will carry all summer camp qualifications. The number of Senior Counselors and Counselor's In Training hired will be determined by the enrollment in the Summer Camp Program. At all times there will be at least a 1:10 staff to child ratio.

The Camp Director and Counselors working in the Summer Camp Program will be required to keep their qualifications to date; this will include immunizations, physical exams, CPR and First-Aid. Also, certain staff members will be required to obtain and carry a current certification in Lifeguard Training.

Supervision of all counselors will be supplied daily by the Camp Director. Please direct all concerns or questions to The Camp Director.

Camp Director – Desiree LaBrecque

## **Camp Hours**

Camp is open Monday –Friday 6:30AM to 5:30PM. Morning meeting hall starts at 8:30 AM. We ask that all campers try to be here by 8:30AM. Please note that there will be no camp on Monday, July 4<sup>th</sup> for observance of Independence Day.

## **Fees**

Summer Camp:

Ludlow Resident:

1<sup>st</sup> child - \$170.00 per week

2<sup>nd</sup> child - \$160.00 per week

3<sup>rd</sup> child - \$150.00 per week

Non – Resident:

1<sup>st</sup> child - \$180.00 per week

2<sup>nd</sup> child - \$170.00 per week

3<sup>rd</sup> child - \$160.00 per week

Registration Fee:  
\$25.00 per family

### **Registration**

All paperwork must be completed at the time of registration. **A current copy of your child (ren)'s immunization record is due at the time of registration.**

Registration for Camp will be taken at the following times:

Tuesday, April 19 <sup>th</sup>	5:30-7:00PM
Tuesday, April 26 <sup>th</sup>	5:30 -7:00PM
Wednesday, May 4 <sup>th</sup>	11:00AM – 1:00PM
Monday, May 9 <sup>th</sup>	5:30 – 7:00PM
Thursday, May 19 <sup>th</sup>	5:30-7:00PM
Tuesday, May 24 <sup>th</sup>	5:30 – 7:00PM

Private appointments are also available during the day. To schedule an appointment, contact camp director Desiree. **Registration is based on availability.**

For your convenience The Club offers the following three different payment options:

### **Traditional Payment Plan**

When registering, the Club requires a 25% deposit plus the \$25.00 registration fee per family to hold your spot in camp. A second 25% deposit is due by June 17<sup>th</sup>. The remaining 50% will be due weekly and is due the Thursday prior to each week your child is registered.

### **Automatic Debit Plan**

Those who choose to use automatic debit while registering will receive a discount of \$5.00 per week per child and will not have to pay the registration fee. A 25% deposit will be due at the time registration. The remaining balance will be spread out over a 12 week period. Debits will be taken out on Fridays from May 27 – August 12. Automatic debit will only be available for children who are registering for four weeks or more.

### **Pay in Full**

Those families who choose to pay in full will receive a discount of \$5.00 per week per child and will not have to pay the registration fee.

We accept cash, check, and most credit cards. Checks must be made payable to The Ludlow Boys & Girls Club. We will not redeposit returned checks and all related fees and payments must be covered in cash. **Fees are non-refundable and weeks are non-transferable.**

### **Group Assignments**

Children will be grouped based on the grade they completed in June 2011. It is the discretion of the Camp Directors as to which group your child will be placed in our camp.

### **Check-in Policy**

Parents are required to walk their children into the building for summer camp. There will be a sign-in sheet located at the front desk that parents must sign when dropping their children off in the morning. The Club will not be responsible for the children until they have been checked in at the desk.

### **Attendance Policy**

Parents/guardian are required to call and notify The Club if their child will not be attending camp on a given day. Children will be considered absent if their parents/guardians have not signed them in or called to notify The Club that they will not be attending.

### **Clothing**

Please remember this is a recreational program. Children must dress for play. Pants or shorts and **sneakers and socks** are required every day. Since children will use the gym and will have outdoor play everyday, socks and sneakers must be worn. Children cannot wear heely shoes to The Club. Please be aware that children will participate in art projects at The Club. Although the products The Club uses are washable and smocks will be provided accidents can happen and art is messy. For this reason The Club asks that children wear clothes that can get messy. There are many children that are enrolled in the Summer Camp Program, please place your child's name on their belongings.

### **Camp T-Shirts**

All children who register for camp will receive a camp T-shirt at the time of registration. These shirts are to be worn when campers are on field trips or special events out of the building. Additional camp T-shirts may be purchased during the summer. If a child does not have their camp T-shirt for a field trip and The Club needs to give them one, parents may be billed for the additional shirt. Please put your child's name on the tag.

### **Swimming**

Each camp group will receive swim lessons. Children are required to participate in the group swim lessons. Campers can be excused from lessons for a period of time if a signed doctor note is presented to the Camp Director. Each group will have recreational swim time once a day. This is optional but encouraged. It is important that children bring their bathing suit and towel everyday. Children who do not participate in lessons will not be able to participate in recreational swim.

### **Field Trips**

Half day and full day field trips will be scheduled for each group. Children can anticipate going on one field trip or special event per week. Permission slips are

accompanied along with the application, giving this organization permission to allow your child on all of the specified trips. Most trips and events are covered in the cost of camp. If a parent wishes for their child not to attend a specific field trip they cannot bring their child to camp that day until after their group returns. Please make sure your child is at camp by 8:30 AM on trip days.

### **Lunch and Snacks**

Each child is required to supply his/her own lunch, snacks, and drinks each day. We do not refrigerate or microwave lunches under any circumstances. There will be a morning and afternoon snack time for every group. Snack and soda machines are available at The Club. It is the parent's responsibility to provide your child with money for machines. The Human Service Director's office can hold the money of children in groups 1 through 4 in a money box.

### **Vending Machine Policy**

The snack machine will not be available for use until after lunch. Campers must eat the snacks in their lunchboxes during their morning snack times. Campers may use the drink machines in the morning however; we encourage the campers to purchase water or PowerAde before lunch. The Club staff does not monitor what types of snacks or drinks children purchase. If you do not wish your child to have certain items please do not send any money.

### **Accessories**

Children are not allowed to bring hand held electronic games, radios, ipods, toys, jewelry, cell phones, excessive money or trading cards to camp. These items are easily misplaced or stolen, so please inform your children that these items should be left at home.

### **Lost & Found**

Many children come in and out of the building every week of summer camp. Knowing this, parents should be aware of lost items. Names should be written on all children's belongings brought into the Club. There is a lost & found box in the gameroom. All items found will be placed in this box. On Friday evenings, the items in the lost & found box will be brought to The Community Survival Center in Indian Orchard.

### **Sun Protection Policy**

The staff of The Ludlow Boys and Girls Club is committed to protecting the campers from the harmful rays of the sun. We encourage parents to apply sunscreen to their children at home prior to attending camp. Parents should also pack hats and sunscreen. Counselor's will not be responsible for applying sunscreen or reminding children to put it on however, counselor's may assist in applying it if a child requests their assistance. Sunscreen brought from home must have the child's name on the bottle. Sunscreen can not be shared.

### **Phone usage by children**

Campers are not permitted to use cell phones while at camp. If a camper needs to use the phone to call a parent they must get permission from the camp directors and use the phone in the office.

### **Program Schedule**

Summer camp schedules and field trip schedules will be posted on the bulletin board in the main hallway. Schedules are available to take home upon request.

### **Pick-up Policy**

In order to ensure the safety of all children enrolled in the Summer Camp Program the following policy must be adhered to at all times.

1. Parents/guardians must supply in writing at the time of registration a list of those parties authorized to pick up their child.
2. In the event that someone not on the authorized list will be picking a child up the parent/guardian must supply a written note to the Camp Director.
3. Anyone picking up a child will be required to show a picture ID at the time of pick-up.
4. At the time of pick-up the following steps will be taken.
  - A. Parents/guardians or authorized persons must come into the building to pick up a child.
  - B. Parents/guardians or authorized persons must stop at the membership window and sign the child out on the pick-up list located on the clipboard.
  - C. Parents/guardians or authorized persons must also notify the membership director as to who they will be picking up.
  - D. The membership director will ask the person who is picking up to show a picture ID if they do not already know who they are. The membership director will then compare the ID to the child's file.
  - E. If the person picking up is not listed as an authorized pick-up person in the child's file The Human Service Director, Assistant Human Service Director or Professional staff person in charge will contact the parent/guardian. The child will not be released unless the parent/guardian is contacted and gives verbal authorization for pick-up.
  - F. The membership director will then let the parent/guardian or authorized person picking up into the building.
  - G. Once inside the building the person picking up will locate the child's group and notify the Counselor that they are picking up their child.
  - H. The parent will initial the counselor's clipboard.
  - I. Parents/guardians or authorized persons must only exit the building through the main door.
5. Children will only be allowed to walk from The Club if they have written consent from the parent/guardian on file. Children who are walking will be

required to sign themselves out and The Club will no longer be responsible for them once they leave the building.

### **Playground and Fields Pick-Up Policy**

1. In addition to following the above pick-up policy parents/guardians or authorized persons must enter the fenced in area and initial the counselor's clipboard when picking up a child outside.
2. It is the counselor's responsibility to remind parents/guardians or authorized persons that they must also sign their child out inside the building.

### **Authorizations**

Parents are asked to provide the Club with proper authorization forms concerning first aid and CPR consent forms, field trip forms, and use of photographs in promotional materials for the Club.

Parents are also expected to provide the Club with list of any person who **DOES** and **DOES NOT** have the authorization to pick-up their child from the program. These forms are included in the application. Children will only be released to the parents/guardians or Emergency Contacts. In the event that someone else will be picking a child up the parent/guardian **must supply a written note to The Camp Director. For the protection of all children in the program parents/guardians and emergency contacts will be asked to show an ID when picking up a child.**

### **Late Pick-up Policy**

In the event a child is not picked-up by a parent/guardian at the designated time, the following procedures will be followed:

1. Attempt to contact parents/guardians at home phone number
2. Attempt to contact parents/guardians at work phone numbers
3. Attempt to contact any of the people listed on the emergency contact list
4. If in the event that The Ludlow Community Center/Randall Boys & Girls Club has not been contacted by parents/guardian within one hour of the designated pick-up time, the Human Service Director or a member of the Professional staff will be responsible for contacting the Ludlow Police Department and notifying the officer on duty of the situation.
5. Contact the Department of Social Services.

It is the policy of the Ludlow Community Center/Randall Boys & Girls Club to make every attempt to contact a child's parent/guardian or the adults listed on the emergency contact sheet before contacting the police.

### **Late Fee Policy**

It is important that parents make every effort to pick their child up from the program on time. If you are going to be late please call The Club and notify us of

your estimated arrival time. A late fee of \$5.00 for the first five minutes and \$1.00 for every additional minute per child will be charged in the event a parent is late.

### **Parking**

There are so many young children that come in and out of our building on a daily basis, we need to make drop off and pick up as safe as possible. Parking for parents dropping off or picking up their children is in the front or back parking lots. The loop located in front of the main entrance will be closed to all traffic, with the exception of emergency vehicles, and vehicles with handicapped plates or tags. Parking along the street is also prohibited as it creates traffic hazards.

### **Parent Conferences & Involvement**

The Camp Directors will be available Monday – Friday between the hours of 8:30 a.m. and 5:30 p.m. to discuss any problems or concerns a parent may have with the individual programs. Special arrangements may be made with the Camp Director if these hours are not conducive to an individual schedule.

The Club encourages and welcomes parent involvement and input. Parents may request at any time to set up a conference with The Camp Director. Parents are welcome and encouraged to visit the program at anytime and view program activities in action.

### **Parental Conduct**

While in the building parents are expected to act in a respectable and professional manner. Any concerns that they may have regarding their child, the staff, program, or other children shall be addressed with The Camp Director in The Human Service office. If a concern arises regarding The Camp Director parents may contact The Director of Operations or President/CEO. Any parent who displays negative, abusive or belligerent behavior or conducts themselves in a manner that is detrimental to the program or organization may have their child terminated from the program (see termination & suspension policy).

### **Supportive Services and Referrals**

The Club is a member of the United Way's 211 call system and may consult the Ludlow Board of Health to reference a specific health issue. This system is in place so that as an organization we may refer parents to appropriate social, mental health, educational and medical services a particular child or family may need. Staff members will take the following procedures to ensure our members and families are given the best opportunity to receive the care and assistance they require:

1. Staff members will inform the Camp Directors immediately if they observe or have concern with a particular child.
2. The Camp Directors will set up an observational file on particular child(ren) which will include the name of child, age, date of observations, particular concerns, and area of program –types of activities the child is being observed. The Camp Director will determine the length of the observation.

3. The Camp Director will arrange a consultation with the parents or guardian of the particular child. The Camp Director will share with the parents any concerns that staff members have about the child.
4. The Camp Director will present in writing the reasons for the observations and the possible recommendations for additional services.
5. Parents will be provided a written summary of any and all observations made on the behalf of the child by the counselors.
6. The Camp Director will obtain a signed consent form from parent or guardian concerning any referrals, which made be made on behalf of the child.
7. A record of any referrals will be kept in log located in the Human Service Directors office.

### **Care of an Injured Child**

If a child is to become injured the following steps will be taken:

1. First-aid will be administered by a qualified person only.
2. An injury report must be filled out as soon as possible and placed in the bin in The Human Service Office.
3. If the injury is serious The Camp Director should be notified immediately. If the child requires medical attention a Professional Staff person must accompany the child to the hospital in the absence of a parent. The professional Staff person will bring emergency cards with them.
4. The Camp Director will notify the parents of any first-aid that was performed. A copy of the injury report will be given to the parent/guardian, a copy will be put in the child's file, and a copy will be placed in the injury binder.
5. The Camp Director will record the injury in the injury log.

### **Procedures for Identifying and Reporting Suspected Child Abuse and Neglect**

All staff members are mandated reporters according to Massachusetts General Law C119, Section 51A. This means that if a staff member has a reasonable suspicion of abuse of a child he/she must file a report with the Department of Children and Families (DCF). The following procedures will be followed:

1. A staff member who suspects abuse or neglect will notify The Camp Director. The staff member will also document his/her observations including the child's name, date, time, child's injuries, child's behavior and any other pertinent information.
2. The Camp Director or Director of Operations will make a verbal report to DCF, to be followed by a required written report 51A within 48 hours. Department of Children and Families phone number is 205-0500.
3. If a staff member feels that an incident should be reported to DCF and The Camp Director or Director of Operations disagree then the staff member may report the incident to DCF directly.
4. The Camp Director may or may not choose to communicate with the parents any of the concerns of suspected abuse and neglect that is reported to DCF.

## **Procedures for Identifying and Reporting Child Abuse/Neglect While in the Care of the Summer Camp Program**

It is The Summer Camp program's commitment to protect all children in their care from abuse and neglect. The following are procedures for reporting suspected child abuse/neglect while the child is in the program.

All staff will cooperate fully with all investigations of abuse and neglect.

Any staff member suspected of child abuse will be placed on immediate probation and suspension without pay, pending the outcome of the investigation.

If the investigation reveals that the abuse or neglect is unsubstantiated, the employee will be reinstated with back pay.

If the case is substantiated, the person's employment will be terminated.

### **Children with Disabilities**

The Randall Boys and Girls Club's Summer Camp Program will accept applications for any child with a disability. In determining whether to accept or serve a child with a disability, The Summer Camp Director, with parental consent and as appropriate, request information related to the child's participation in the program from The Local Education Agency, Early Intervention Program or other health or service providers. The Summer Camp Director will also request that the parent set up a meeting to discuss the disability. At this meeting based upon available information The Camp Director shall, with the parent's input, identify in writing the specific accommodations, if any, required to meet the needs of the child at the program, including, but not limited to:

1. any change or modifications in the child's participation in regular program activities.
2. the size of the group to which the child may be assigned and the appropriate staff/child ratio; and
3. any special equipment, materials, ramps or aids.

The Summer Camp Program must provide written notification to the parent within 30 days of the receipt of the authorized and requested information if, in the judgment of The Camp Director and Director of Operations the accommodations requested by the parent would cause an undue burden to the program. The Camp Director and Director of Operations will supply the reasons for the decision in writing.

In determining whether the accommodations requested are reasonable or would cause an undue burden to the program. The Summer Camp Program shall consider the following factors which include but are not limited to:

1. the nature and cost of the accommodations needed to provide care for the child at the program;
2. ability to secure funding or services from other sources;
3. the overall financial resources of the program;
4. the number of persons employed by the program;

5. the effect on expenses and resources, or the impact otherwise of such action upon the program.

The accommodations related to the toileting needs of a child with a disability who is not toilet trained shall not be considered an undue burden.

The program shall, with parental permission, participate in the development and review of the child's program plan in cooperation with the Local Education Agency, Early Intervention Program and/or other health and service providers.

The program shall, with parental permission, inform the appropriate administrator of special education, in writing, that the program is serving a child with a disability.

Parents of children with disabilities who have already successfully participated in the Summer Camp Program will not be required to meet with The Camp Director before re-enrolling.

### **Child Guidance**

1. It is the policy of The Randall Boys and Girls Club to provide guidance and discipline in a fair and consistent manner. Guidance and discipline is learning. Good discipline involves compassion, caring, sensitivity, respect for the child and helping the child to understand that mistakes are a natural part of growing up. We believe that praise and encouragement are far more effective in promoting desirable behavior than a negative or punitive approach. It is our goal to provide our children with a supportive social and emotional environment where our children are given many opportunities for success through our varied activities. All our program staff shall direct discipline to the goal of maximizing the growth and development of our children and for protecting the group and individuals within it.
  - A. Corporal punishment shall not be used.
  - B. No child shall be subjected to cruel or severe punishment, humiliation or verbal abuse.
  - C. No child shall be denied food as a form of punishment.
  - D. No child shall be punished for soiling, wetting, or not using the toilet.
2. A step by step procedure should be taken in warning a child about inappropriate behavior and the consequences that will follow.
  - A. Verbal warning. Do not yell across the room.
  - B. Walk over to the child who is misbehaving.
  - C. Tell the child what he is doing wrong and ask him to stop.
  - D. If the child does not stop redirect the child to another activity.
  - E. A short time out or break from the activity may be given if deemed necessary.
  - F. If the behavior still does not improve, take the child to the Professional Staff person who is in charge.

3. It is strictly against The Ludlow Boys and Girls Club policy to resort to physical punishment of any sort when dealing with discipline matters. Striking a child shall be considered cause for discharge. Staff has a right to protect themselves if attacked and shall be expected to take action to the degree necessary to stop children who are fighting each other. Protecting oneself or stopping a fight should not require striking a child. In the event of a parental complaint or child complaint, the CEO/President will determine action on the individual circumstance of each incident.
4. If a disciplinary action has to be taken in a certain area such as the gameroom, gym, middle school room, or pool, a child may not be able to participate in that particular program area for an extended period of time. Such action must be cleared through the immediate supervisor.

### **Behavioral Management Policy**

The focus of the CLUB'S programs is to provide each child a reasonable degree of conformity to assist him/her to develop self-control, self-direction, self-esteem and a conscious guide to his/her actions. In order to accomplish this, the CLUB will employ three basic principles:

- 1. Rules:** Standards of acceptable conduct and modifying undesirable behavior
- 2. Consistency:** Providing the children with the rules of the CLUB and particular program areas, and supplying staff that reinforce those rules fairly and regularly.
- 3. Rewards:** Reinforce desirable behaviors

The following policies will be adhered to at all times.

1. Staff will use discussion, explanation and reasoning to help children understand what is acceptable and non-acceptable behavior.
2. Staff will emphasize the educational rather than the punitive benefits of acting in the approved and appropriate manner.
3. Any child acting in a disruptive manner will be talked to by the staff member and reminded of the rules and acceptable behavior. Disciplinary action such as redirection or time outs will be employed if necessary.
4. Any child who persists in acting in a disruptive manner will be reported to the Camp Directors who will follow through by:
  - A. Speaking to the particular child to determine the reasons for their actions and if actions can be corrected by the child.
  - B. If disruptions persist the Camp Director will notify parent to schedule an appointment to discuss and try to correct the disruptive behavior.
5. The counselor supervising the particular child will note behavior problems. A report will made describing the extent of the incident, the date and time, and any actions taken to correct the behavior.
6. A copy of the incident report will be placed in the child's individual folder, a copy will be given to his/her parent or guardian and the original will be placed in a binder located in the Human Service Director's office.

### **Termination and Suspension Policy**

The CEO/President or Director of Operations, are the only persons who have the authority to terminate a member from the program. The CEO/President, Director of Operations, or Camp Director are the only persons who have the authority to suspend a child from the program. The circumstances under which a child may be terminated or suspended are:

1. If a child becomes harmful to other children or themselves.
2. If a child becomes harmful to staff.
3. If staff feels that the child may benefit from another program.
4. If a parent refuses referral services.
5. If a parent displays negative, abusive, or belligerent behavior towards a staff member, parent, or another child or conducts themselves in a manner that is detrimental to the program or organization.
6. If a child is continuously unable to follow the policies of the organization or is continuously disrespectful to the staff.
7. If a parent/guardian is perpetually late picking up a child.

In terminating or suspending a child from the program, the Camp Director or the person designated will follow these steps:

1. Notify the parent/guardian of the actions that will be taken prior to the termination/suspension.
2. Provide parents/guardians with a written documentation of the reasons.
3. Will provide information and referral for other services to parents/guardians upon request.
4. If a child is suspended from the program The Camp Director will meet with the parent/guardian before the child returns to the program if The Camp Director feels it is necessary.
5. If a child is to be terminated from the program, The Camp Director, staff and parent/guardian will work together to help the child prepare and understand the situation.

### **Rights of each Child**

No child shall be subject to abuse or neglect, cruel, unusual, severe or corporal punishment including: any type of physical hitting inflicted in any manner upon the body. Children will not be subject to punishment that includes verbal abuse, ridicule, stigmatizing or humiliation. Under no circumstance shall a child be denied food, rest or bathroom facilities. Children also will not be subjected to punishment for soiling, wetting or not using the toilet, or punishment related to eating or not eating food.

### **Emergency Plan for Evacuation of the Facility**

***Evacuation Drills:*** In the event that the CLUB must be evacuated due to health or safety reasons the following drills will occur at least quarterly during the year. These drills will be practiced to ensure the safety of our members and staff. It will be the responsibility of the individual Directors to conduct quarterly evacuation drills during the following program times:

Between the hours of 6:30 am and 5:30 pm – Summer Camp/Pre-School  
It will also be the responsibility of the Director's to note the date the drill occurred, the time and effectiveness of the drill. The Director will complete an evacuation drill sheet, which will be placed in the evacuation binder. Daily attendance records for each program and the sign out sheet located at the membership desk will be used to obtain an accurate account of members once they have evacuated the building. The procedure of maintaining and gathering this material for attendance purpose will be the responsibility of each Director.

***Evacuation and Emergency Procedures:***

In the event the building must be evacuated, staff and members will adhere to the following procedure:

1. In the event of a fire or Hazardous Material spill – Staff members will line their group at appropriate primary or secondary evacuation door and follow the evacuation route posted for the particular program area. Two primary meeting spots have been designated for groups evacuating the building. Each meeting spot is designated and marked in the evacuation plan. The two meeting spots are the West Parking Lot located just beyond the Playground and the second meeting spot is the Baseball Field located straight across from the Back Entrance of the building. In the event of poor weather conditions, groups assembling outside will relocate to the Paul R. Baird Middle School located across the street from the CLUB. Using attendance records and emergency cards, CLUB staff will contact the parents of all the members in attendance to notify them of the situation and to make arrangements for each child to be picked up.
2. In the event of loss of water or electricity to the building – In the event that the CLUB should lose water or electricity all members who are in the building will be evacuated to the Paul R. Baird Middle School. Using attendance records and emergency cards CLUB staff will contact the parents of all the members in attendance to notify them of the situation and to make arrangements for each child to be picked up.
3. In the event of Hurricane or Tornado – In the event a damaging or life threaten storm system approaches, such as a hurricane, tornado, blizzard, etc... parents will be contacted to make arrangements for pick-up of children. In the event members are still located in the building during such a storm, staff members are to relocate all remaining members to the Gymnasium located on the first floor of the building. Staff and members are not to leave this area until professional staff or rescue personnel notify them that all is clear.
4. Closing, Delays or Cancellation of Programs: In the event the Boys and Girls Club must cancel or delay programs announcements will be made on the following radio and television stations: **RADIO** – ROCK 102, WMAS and WHYN. **TELEVISION** – TV 22 and TV 40. In the event that schools

delay due to early morning weather the CLUB will announce an opening time on the above listed stations. It can be expected that if the schools delay, the CLUB staff will have to delay the opening of the CLUB.

**Staff is trained in evacuation procedures** – All copies of evacuation procedures are attached to designated exits

### **Dispensing of Medication**

The Randall Boys and Girls Club reserve the right to make any decisions concerning the storage and distribution of medication during program hours. The following is the guidelines concerning the distribution of medication during program hours:

1. The Club will not administer prescription medication to a child without a written order from a physician, which may include the label on the medication, which must indicate that the medicine is for the specific child and specify the dosage, number of times per day and number of days the medication is to be administered. Non-prescription medication will not be administered without a written note from a physician.
2. All medications must be signed in with the camp directors, along with the medication consent form.
3. The Randall Boys and Girls Club will not distribute medication to the same child more than twice during regular or extended program hours.
4. All medications with the exception of inhalers shall be administered by a staff member, or upon written authorization of a parent, the child may be permitted to administer his/her own medication, under the supervision of a staff member.
5. Medications are not allowed to be carried in first-aid boxes unless authorized by the Health Care Consultant or the Camp Directors. Inhalers and epipens are allowed to be carried in the First-aid boxes and should always accompany the child when outside of the building.
6. The Club will not be responsible for the distribution of any medications which must be taken through syringe or injections.
7. We ask that parents discuss with their doctors the possibilities of prescribing doses of medication around Club hours. The Club will only handle those medications which we feel are absolutely necessary.

### **Care of Mildly ill Children**

The Randall Boys & Girls Club has designated a quiet area in the Camp Director's office for mildly ill children. A cot with a blanket and pillow will be supplied for those children to rest. A professional or part time staff member will supervise children using the quiet area, until a parent/guardian can pick the child up from the Club.

#### **Condition, which necessitates parents picking up an ill child:**

1. If a child has more than one hour left in the program day, parents will be asked to pick-up the child as soon as possible.
2. If a child has vomited or has diarrhea.
3. If a child has a fever.

4. If a child is drowsy or demonstrates any other behavior which causes concern to staff.
5. If a child has suffered a traumatic injury or incident.

If the child has been absent from the Club for more than three (3) days or if child has been diagnosed with a communicable disease the Club must have a written doctor's note clearing the child to resume Club activities. A child may not return to the program within 24 hours of vomiting, diarrhea or having a fever.

#### **Procedures for identifying and protecting children with allergies**

The Ludlow Boys and Girls Club require parents to inform CLUB staff of any known allergies. The Ludlow Boys and Girls Club will post all program children and their allergies for notification for all staff. Staff will be made aware of said allergies to ensure that children are not exposed.

#### **Parent/Guardian Responsibilities**

1. Parent/Guardian is required to sign their child out with the membership clerk at the membership area. Parent/Guardian is also required to initial counselor's attendance sheet.
2. Parent/Guardian must enter the building or program area before we will release your child. Children will not be allowed to wait outside the building.
3. Parent/Guardian should reinforce the following camp rules to their children:
  - a. Stay with their group and counselors at all times.
  - b. Children can not leave their group without permission.
  - c. Children cannot leave the building unless they are accompanied by a counselor, parent or guardian.
4. Parent/Guardian shall instruct children to leave the program with only the individuals that have been designated by parent/guardian.
5. Parent/Guardian shall inform the Camp Director of all restrictions regarding child's release. Such restrictions will be noted on the camper's application, master list, and counselor list.
6. Any restrictions imposed shall be lifted by the parent/guardian in person or by phone through the Camp Director.
7. At off-site locations, parent/guardian must sign out their child at the Club and initial counselor's daily attendance sheet unless authorized by the Camp Director.

*Revised 4/12/2011*