*Attention Parents/Guardians*

The contents of this packet contains parent permission forms & agreements to be signed & returned.

All “Campers” Club members must be going into 1st grade or older in the fall to attend this summer program.

Please carefully read, complete & sign each form & agreements listed below in this packet.  
(This is 2 Of 2 packets)

1. Parent Authorization/Medical Form
2. Medication Form
3. Fieldtrip Form
4. Behavior Management Policy
5. Policy & Procedure Agreement All must be completed and submitted to the Trailside Boys & Girls Club Summer Adventure office before we can allow your child to attend.
**Program Philosophy**

It is our goal to provide an environment which instills a sense of confidence, usefulness, belonging, and positively influences the youth we serve. We encourage youth to develop positive habits, attitudes, behaviors, and choices with activities that build self-esteem, self-discipline, and respect for others. We accomplish these goals through positive role modeling, carefully planned activities, and staff supervision.

We would like to encourage parents to visit our programs and participate or observe, however we ask that you make an appointment first. We appreciate all our members & parents.

**To The Parents**

Please carefully read all the contents provided in this packet. Please complete and sign all the permission slips, medical forms, and agreements provided. After you have finished this packet, please read and go over with your child the summer adventure rules and expectations. Please make sure that your child knows and understands what our expectations and rules are for Summer Adventure and answer any questions or concerns they might have. Once you have completed this packet, please turn it in to the Trailside Boys & Girls Club by the first day of camp or before your child attends. If you have any questions or concerns please contact us anytime by phone 425.353.7871 or email us. Program Director Rspaetig@bgesc.org or Site Director: Tolson@bgesc.org

**Trailside Site Closure Days**

Friday June 24th, Monday July 4th, Monday & Tuesday, September 5th & 6th 2016

Other closures may exist. We will notify you as soon as possible of any closures.

**Snack**

Snacks will be provided

**Drop in Club**

TRAILSIDE BOYS & GIRLS CLUB IS A DROP IN CLUB, CLUB MEMBERS SIGN IN & OUT OF THE CLUB EACH DAY USING THEIR CLUB CARDS.

**Contact Information**

Trent - Site Director
Ryann - Program Director
Shanna – Volunteer
425.353.7871
Trailside Boys & Girls Club
1300-100th place SE
**Illness**

We follow the advice of the Snohomish County Department of Health in requesting children with symptoms of communicable diseases not attend camp. If your child has any of the following symptoms, please keep them at home or make appropriate arrangements for their care:

1. Fever of 100 F or higher AND who also have one or more of the following:
   * Diarrhea
   * Earache
   * Showing signs of irritability or confusion
   * Sore throat
   * Rash
2. Vomiting on 2 or more occasions within the past 24 hours
3. Diarrhea with 3 or more watery stools within a 24 hour period or 1 bloody stool
4. Draining rash or body rash (not from heat or allergies)
5. Eye discharge or pinkeye. Children can be readmitted after a Medical Diagnosis to rule out bacterial or viral infection or 24 hours on antibiotic treatment.
6. Fatigue that prevents participation in regular activities
7. Open or oozing sores, unless properly covered, or 24 hours has passed since starting antibiotic treatment.
8. Lice and/or scabies
9. Pertussis (whooping cough)

If any of these symptoms are exhibited while in our care, you will be required to pick your child up **immediately**, or ask them to walk home.

**Medication**

An “Authorization to Administer Medication” form must be completed for any over the counter or prescription medications you wish your child to receive. Please be sure that medications are stored in original containers and clearly labeled with:

1. Child’s Name
2. Name and Strength of Medication
3. Directions, time, dosage, and method of administration
4. Length of time to be given

Physician’s name and authorization are required for prescription medications.

Non-prescription medications must be in their original container and will be given only when the dosage and frequency are on the label, and is age-appropriate for your child. The parent may authorize the following classification of non-prescription medications: antihistamines, non aspirin fever reducers/pain relievers, decongestants, anti-itching ointments. Please provide sunscreen for your child. If your child CANNOT have sunscreen please inform all staff members. All medications must be turned into the Site Director, or Program Director.
Fieldtrips
Your permission for your child to attend any and all fieldtrips is given by signing the fieldtrip permission form. If your child cannot attend fieldtrips please inform the Program Director and we together will discuss an alternative for care that day, if applicable.

Children will walk, ride in a school bus, chartered bus, or ride in one of our Boys & Girls Club vans on fieldtrips. When traveling in the van, children are required by law to wear seat belts at all times, and children weighing less than 60 pounds are required to use a booster seat. Van drivers meet the requirements of Washington State and Snohomish County Boys & Girls Clubs.

To Bring or Not to Bring
During Adventure your child will need to come with:
- Clothing & Shoes appropriate for the weather
- A bottle of Water or similar
- A change of clothes in case of getting wet
- Sunscreen w/ names on them

The Following Items Are Not Allowed At Trailside Boys & Girls Club
- Valuables, including, but not limited to: Personal music/CD/ MP3 players, DVD players, electronic books, computers, gaming systems, Gameboy DS, PSP, or any other handheld video games, cell phones, or digital recording devices.
- Bikes, skateboards, and roller skates on Wednesday “wheels day”

*We may announce an electronics day as a special day so please read all postings (Fridays)
Mark all items brought from home, BGC or staff members can not be responsible for lost or stolen or broken items that are brought to the club from home.

Cell Phone Policy:
Summer Adventure K-5th grade we have a no cell phone policy. Cell phones are not to be brought to the Boys & Girls Club, or need to be left in their backpacks turned off for the duration of their time at the Boys & Girls Club. If you need to get a hold of the child, please call the site phone or the Site Director or Program Director. Cell phones could be used to call parents only. No electronics during power hour, reading time.

Daily Activities
Monday— “Movie Day” at the Club
Tuesday— “Fieldtrip” Park days, Pre pay ($5) five dollars, limited space,10am-4pm
Wednesday-“Wheels Day” (Must have helmet), Bikes, Skates, Scooters, etc.
Thursday— “Fieldtrip” Pre pay ($15) fifteen dollars, limited space 10am-4pm
Friday— “Fun Day” Science or Craft & Electronics Day, IPad, DS, Tablets.
Staff:
All of our staff are currently certified in CPR & First Aid, have passed background checks, and have completed summer camp trainings.

Ratios:
We will have a staff to student ratio no greater than 15 students to 1 staff. There is a maximum student capacity of 30 kids for summer Adventure Camp.

Fieldtrips:
The adventurers will be paired into buddies and/or groups with a staff member on fieldtrips. On fieldtrips the maximum student capacity is 15 students per 1 staff.

Swimming:
Swimming will require a lifeguard, The lifeguard will be either an on-site lifeguard from the facility or a BGC staff member. If your child is a non swimmer and is signed up for a swimming fieldtrip please notify all BGC staff members, including the Program Director.

Transportation:
We will be taking club vans or rented buses, or other transportation to and from sites and trips. For the safety of our club members we have a maximum of 11 campers and 1 staff in each van. We may join other Boys & Girls clubs on some fieldtrips so we may use a bus or their vans or other transportation that is available.

Trailside Boys & Girls Club (BGC)
Everett, WA 98208
425.353.7871
Behavior Management Policy

Please read and discuss the following rules and consequences with your child.

Philosophy:
The Boys & Girls Club Staff recognizes and respects children as people with unique feelings, values, and needs. We believe that positive reinforcement and behavior modification through consequences are effective methods of interactions, particularly when dealing with behavior problems.

Rules:
At the Boys & Girls Club, we follow the 4 “R’s:”

**Respect** the staff—listen and follow directions
**Respect** the Club—take care of club equipment and property
**Respect** club members—be friendly, listen and share with other members; keep your hands and feet to yourself
**Respect** yourself—take care of yourself and your belongings

Behavior Management Procedures: (1-5) 5 on page 7
Positive verbal recognition and rewards will be used consistently to reinforce good behavior. Rewards can be as simple as individual attention from an adult or a special activity. The following steps will be taken in the event of behavioral problems:

1. **Reasoning:** Communication between the child and staff member to identify the problem and determine a possible solution. At this point, children are given a chance to explain what happened and to make a choice about what they should do next.
2. **Removal/loss of privilege:** Removal from the activity for a short period of time. This allows the child to gain control of a difficult situation. Time outs can include activities which might lead the child to consider alternate behaviors. The staff might ask that they make a short list of alternate ways to handle the situation, write or draw a letter of apology, or perform a short community service project.
3. **“Think and Writes”**: In a case where reasoning and time outs have failed, or when a child has had 3 consecutive time outs, the child will complete a “think and write”. “Think and writes” allow the child to document what rule they have broken, what consequence they received, and what they will do next time to avoid breaking the rules. Parents will be notified when they pick up their child. All “think and writes” will be filed and kept confidential. Refusal to complete the “think and write” or the accumulation of three “think and writes” in one month may result in short term suspension (up to one week).
4. **Parent Conference:** An informal parent conference will occur when repeated behavior problems occur and/or when a behavior is particularly dangerous to the child, staff, or other children. Parents, the Child, Site Director, or Program Director will discuss the behavior and possible solutions. Future consequences for continued behavior and future rewards for improved behavior will be agreed upon and documented at this time.
Behavior Management Policy

5. Suspension/Dismissal: If the agreement is not upheld, another meeting will be held with the child, staff and parents. At this time, a short term (up to 1 week) or long term suspension will be required and a discussion as to whether this is the right program for your child will occur. If the suspension is not effective, the child will be dismissed from the program. Refunds will not be given for suspensions or dismissals.

Parents should always be aware that if your child behaves in a way that puts him/herself, staff, or other children in danger (violent behavior, threats toward or striking staff, running away from the Club or Site), you will be called and asked to pick up your child immediately regardless of previous behavior. A suspension will immediately be effective for any such behavior. If you or someone you designate cannot pick up your child immediately in such situations, we will not be able to have your child in the program. In the event a child is endangering him/herself, another child, or a staff member and a parent or guardian cannot be reached, we may need to call the police. Boys & Girls Club staff are not allowed to restrain children so this is our only option in an unsafe situation. Parents of the child will be required to pay all fees/damages incurred. After an incident, the Unit Director and Program Director will then meet to determine if the child can return to the Club or Site.

Please let us know at the time of registration if your child has any special needs. The more we know, the more prepared we will be to help your child.

If you have any questions regarding these Behavior Management Policies, please feel free to contact the Program Director Ryann or Site Director Trent 425.353.7871.
1300-100th PL SE   Everett WA  98208 Trailside Unit Boys & Girls Club

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I, _____________________________________________, have read and agreed to all policies and procedures listed in the Behavioral Management Policy of the Trailside Boys & Girls Club. I have directed all questions about these policies to the Program Director or Site Director.

My child and I will discuss the Trailside Boys & Girls Club rules and consequences for not following the rules outlined in the Behavior Management Policy. My child and I agree to support the rules and consequences detailed in the Club’s Behavior Management Policy. If unacceptable behavior continues, the “Club Member” may be suspended from the program.

Parent/Guardian (signature)          Date:

Child (print name)                        Date:
CHILD’S NAME: ___________________ Childs age___________________

Childs DOB: ________________ Childs Grade in the fall ________________

Please read the following conditions concerning Summer/Teen adventure Fieldtrips and sign the statement below.

• I will prepare my child the “Camper” for each specific fieldtrip mentioned in the Summer Adventure Schedule. That may include proper clothing, sunscreen, and other items mentioned on each individual fieldtrip day.

• I understand that the Trailside Boys & Girls Club staff will remind the “Camper”, “Club Member” to apply sunscreen with their own sunscreen, or a “shared” sunscreen from another “Club Member” If your child cannot have sunscreen please notify all Boys & Girls Club staff, including the Site Director & Program Director.

• In case of a serious emergency I give permission for the lead staff to determine what kind of emergent care needed, such as a parent call, a 911 call, a supervisor call. If a 911 call is deemed necessary, a parent call will be made immediately.

• I understand that all paid Staff have been certified in CPR & First Aid Training, therefore they will be administering proper care if an emergency shall arise.

• By signing this form I understand that my child can participate in all fieldtrips, they can also go on shorter fieldtrips around town with Trailside Boys & Girls Club vans. My child understands that they need to follow fieldtrip rules and expectations. Some fieldtrips require other BGC transportation & out of the area, such as the Seattle Zoo, Aquariums Marysville, Everett, Arlington, Etc.

• I understand that fieldtrips are a privilege and can be revoked if behavior is poor during the adventure week or on previous fieldtrips. “The (4 R’s)”

• If there are any specific exceptions your adventurer needs to follow to any policy listed above, please state the explanation below:

Can your child swim without any assistance? 
YES  NO

Does your child get motion sickness in vehicles? 
YES  NO

Is your child allergic to Sunscreen? 
YES  NO

Parent Name____________________________

Parent Signature ____________________ # ______________ Date ______________

Exceptions ________________________________________________________________
Medication Form

Will your child be taking any medications while he or she is at the Boys & Girls Club Summer Adventure Camp? Circle one

YES
NO

If yes, please complete:

Medication name________________________________________

Reason for taking:__________________________________________

Instructions for dispersal: Times:________________  Amount:_______________

(Note: All medications must be given to the Site Director or Pro. Director of the Summer Adventure or Super School your child is attending. All prescription medication must be stored in their original container and clearly labeled with: child’s name, physician’s name, name and strength of medication, directions for time of dose, strength of dose, method of administration, and length of time to be given. Over the counter medication must be in their original container and will be given only when the dosage and frequency are on the label, and is age-appropriate for your child.)

Dosage Log
(Filled out by Staff)

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Parent Authorization

Club Member Name: ___________________________  Birth Date: ________________

Acceptance:

I hereby give permission for my child to attend the Trailside Boys & Girls Club Summer Adventure fieldtrips, transportation, and daily activities.

Participation:

I hereby give permission for my child to participate in all activities & fieldtrips, including swimming. I also give permission for my child to travel in vehicles operated by the Boys & Girls Club Staff, by public transit, and/or private transportation companies.

I certify (or declare) that I am the parent or legal guardian of the above-named child and that I have the authority to authorize such activities and actions.

Print Parent Name ________________________________

______________________________  __________________
Parent/Legal Guardian Signature  Date

(2) two phone numbers for contact: #____________________#____________________