



2018 Summer Camp Program Parent Reminders

Welcome to the 2018 Summer Camp season at the Boys & Girls Clubs of MetroWest, **Marlborough Club**. We are excited to meet your child and provide them with fun-filled days in the summer! Here are a few reminders and suggestions that will make your child's summer an enjoyable one.

HEALTH FORMS: All members must provide a record of a physical exam within the last 2 years and provide documentation of ALL immunizations per requirement of the Board of Health. **The documentation is required at time of registration.** The Public Health Nurse will review all records prior to your child starting camp as mandated by the Commonwealth of Massachusetts.

HOURS: The Boys & Girls Club facility will be open and staffed from 8:00 AM – 6:00PM.

CHECK-IN/PICK-UP: All parents & guardians must sign their child in/out every day at the member's entrance desk. Parents/guardians must list the names of family and friends authorized to pick-up their child(ren) from camp on the Camp Registration form. **Everyone picking up a child from camp will need to show a photo ID.**

LATE PICK UP FEE: There will be a \$10 **late pick up fee per child** for the first 10 minutes late. You will be charged \$5 for every 5 minutes after. **Cash is paid at time of late pick up directly to the staff.**

SPECIAL CIRCUMSTANCES: The Boys & Girls Clubs of MetroWest's summer program will not be able to accommodate special circumstances, such as mid day doctor's appointments, tutoring, MCAS, summer school, baseball games, etc. We apologize for any inconvenience this may cause you, but it is for the safety of your child and all other children.

CAMP SHIRTS: Campers must wear their camp shirts on TRIP days! If your child arrives without a shirt on their scheduled trip day you will be billed for an additional shirt (\$10). Shirts are on sale in the office for \$10.

WHAT TO WEAR: Campers should dress comfortable for each day. Members should wear shorts, appropriate T-shirt, sneakers, bring a water bottle, towel, bathing suit, sunscreen SPF 30+, and a sweatshirt daily. Sandals/Flip flops may be worn to camp, but sneakers must be worn in the gym. Members are responsible for their belongings; please mark all clothing and towels with your child's name. Lost and found items will be on a table near the front desk- check daily! All items on the table will be placed in the donation box at the close of camp on Friday. **ELECTRONIC DEVICES** are not permitted at camp. However, on trip days they are allowed to be used during bus rides.

We are not responsible for left, lost, stolen, broken or damaged personal items during camp hours.

INCLEMENT WEATHER: The program will run rain or shine. **Campers should be dressed appropriately for outdoor activities every day!** Field trips are subject to change due to weather and possible closing of state facilities.

LUNCH: We are a PEANUT/NUT Free Camp! (Including Nutella, Almond butter) No exceptions. Please send a peanut/nut free lunch, drink and multiple snacks with your child each day. There is no refrigerator at camp. Lunches should be ready to eat or packed in an insulated bag or small cooler. Freezing a juice box will help keep the lunch cool. **NO glass or soda please!!!**

MEDICATION: If your child needs to take medication while at camp or requires an Epi-pen or Inhaler we will need a signed Authorization to Administer Medication to a Camper form. In addition, all medication needs to come in its original container, including boxes for Epi-pens and inhalers. Epi-pens and inhalers can be left at the club through the duration of camp. Prescription medication that is dispensed daily needs to be delivered in single dosages to the club each morning.

PAYMENTS: Weekly camp balance is due 2 weeks prior to the week your child is attending. If payment is not received two weeks prior to camp your child will be removed from the program and replaced by a child on the waiting list.

Registration Changes - must be done in writing via email or letter to Autumn.Evers@bgcmetrowest.org. We require 2 weeks' written notice and your change will not be official until confirmed in writing from the BGCMW Club office. **Without 2 weeks written notice you will be responsible for the full week's tuition payment.**