Welcome to the 2022 Discovery Summer Program at Kane school through the Boys and Girls Clubs of Metrowest. 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.

**HOURS:** The Discovery Club Summer Program at Kane will be open and staffed from 7:30AM-6:00PM.

**CONTACT:** Important messages or information regarding your child for the week they are enrolled should be made to 508-239-8767 between the hours of 7AM - 6PM Monday through Friday. This phone number is a direct line to Discovery at Kane. This line should be used for late drop offs or early pick-up, as the door to the program will be locked. All other calls regarding payments, questions, etc. should be made to the Marlborough Boys and Girls Club at 508-485-4912.

**DROP OFF/PICK-UP:** All parents & guardians must walk their child up to the DOOR (#17) on the right side of the Kane building for drop off and pickup. For Drop off please ring the doorbell and a staff member will greet you and then escort your child inside the building. For pick up please ring the doorbell and a staff member will ask you to please wait outside and then escort your child outside to you. NO PARENTS WILL BE ALLOWED IN THE BUILDING AT TIME OF DROP OFF OR PICK UP. Parents/guardians must list the names of family and friends authorized to pick-up their child(ren) from the program on the Discovery Registration form. **Everyone picking up a child from the program will need to show a photo ID.**

**LATE PICK UP FEE:** The program closes at 6:00pm. Please make sure to call if you are going to be late for Pick up. There will be a $1 per minute late pick up fee per child. Payment is due in cash at time of pick up paid directly to the staff. Please note late payments are still due even if a phone call has been made to state the nature of being late.

**SPECIAL CIRCUMSTANCES:** If your child will be attending summer school this year please send the schedule to Heather Prescott, Assistant Child Care Director as soon as possible at heather.prescott@bgcmetrowest.org. The Boys & Girls Clubs of MetroWest’s summer program will not be able to accommodate special circumstances, such as midday doctor’s appointments, tutoring, MCAS, baseball games, etc. We apologize for any inconvenience this may cause.

**FIELD TRIPS:** Field Trip Days are $74 for that day. Invoices will be updated according to those who attend trips. Field trips are tentatively being scheduled at this time and are subject to change. Children will need to arrive to the program by no later than 8:00AM on field trip days in order for the child to participate in the field trip. Children must wear shoes that will be appropriate for walking throughout the day and the Boys and Girls Club t-shirts that they will receive on their first day of camp for every scheduled field trip. On trip days all children must bring a cold brown bagged lunch. **NO heat ups.** If your child arrives to attend a field trip without their BGC T-shirt we will have to supply them one at an additional cost of $10 per t-shirt in order for them to attend the offsite outing. Please note there is a higher tuition rate on the days that we go on trips to compensate for travel costs. Any questions about these additional fees please call the Marlborough Club office at 508-485-4912.

**WHAT TO WEAR:** Children should dress comfortable for each day. Shorts, appropriate T-shirt/tank top, sneakers or closed toe sandals. Sweatshirts should also be brought as it can get cooler in the cafeteria. **Open toed sandals/Flip flops are NOT to be worn in the program.**

**WHAT TO BRING:** water bottle, towel, bathing suit, sunscreen SPF 30+, bug spray and a sweatshirt daily. Please apply sunscreen before arrival, we will reapply in the afternoon. The children are responsible for their own belongings; please make sure to label everything with your child’s name. Lost and found items will be in a laundry basket near the front door- check daily! All items in the laundry basket will be placed in the donation box at the close of the program in August. We are not responsible for lost, stolen, broken or damaged personal items during program hours. Please do not bring toys, stuffed animals, fidgets, phones, IPads/Tablets, or video game devices from home.

**INCLEMENT WEATHER:** The program will run rain or shine. Children should be dressed appropriately for outdoor activities every day!

**LUNCH:** We are a PEANUT/NUT Free program! (Including Nutella, Almond butter) No exceptions. Please send a peanut/nut free lunch and drink with your child each day. There is no refrigerator for lunch storage in the program. Lunches should be ready to eat, **NO HEAT UPS,** or packed in an insulated bag or small cooler. Freezing a juice box will help keep the lunch cool.
**NO glass, candy or soda please!!!** (TENTATIVE: The MPS school will be able to provide a cold lunch for any child that wants to sign up. A separate email will be sent out to families prior to the first day of the summer program so that we have an accurate headcount.

**MEDICATION:** If your child needs to take medication while in Discovery at Kane or requires an Epi-Pen or Inhaler we will need **Authorization to Administer Medication** form and **Individual Health Care Form** signed by **BOTH the child’s physician and the parent/guardian.** 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 on site through the duration of the program. Prescription medication that is dispensed daily needs to be delivered in single dosages to Discovery at Kane each morning with proper Medical Consent paperwork signed by the parent/guardian.

**PAYMENTS:** Weekly program balance is due **2 weeks prior to the week your child is attending.** If payment is not received two weeks prior to program your child will be removed from the program and replaced by a child on the waiting list. Payments can be made either online on the Boys and Girls Club website, by phone to the Marlborough club, and in person at the Marlborough club.

**REGISTRATION CHANGES:** Must be done in writing via email or letter to Unit Director Barbara Tolland at barbara.tolland@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.

**FAQ**

**Where do I drop off and pick up my child?**
All parents & guardians must walk their child up to the DOOR (#17) on the right side of the Kane building for drop off and pickup. For Drop off please ring the doorbell and a staff member will greet you and then escort your child inside the building. For pick up please ring the doorbell and a staff member will ask you to please wait outside and then escort your child outside to you. We are unable to escort children to vehicles. Parents/Guardians must pick up at the door. Parents are not allowed into the building at this time.

**What time is drop off and pick up?**
Drop off for Summer Program at the Kane Elementary School is 7:30am. Pick up is by 6:00pm.

**Do I need to report an absence?**
Yes. If your child is going to be absent from the Discovery Club Summer Program or arrive past 11:00 AM, you **MUST** report this by calling the Discovery Club Kane cell phone (508-239-8767).

**Does my child need to wear a mask?**
Our policy for masks is optional. This is your choice for your child or children.

**Can we bring snacks?**
Discovery Club provides a morning and afternoon snack each day. You may pack extra snacks for your child if you wish that they may eat during scheduled snack times and lunch times. Please no candy or soda.

**Do you provide breakfast?**
We are working with MPS to schedule breakfast and lunch options for Summer program.

**Is Peanut butter allowed?**
No, to ensure the safety of many children in our program with allergies we are a peanut/tree nut free program. This includes, peanuts, hazelnuts, pistachios, almonds, cashews etc.

**Can my child bring in a toy from home?**
To prevent anything getting lost or broken we ask that all toys or special items remain at home. We **cannot** be held responsible for any lost, stolen, or damaged items that have come to program from home.

**What measures are there in place to prevent the spread of COVID-19?**
Please refer to our COVID-19 Preparedness Plan

**What will my child do in Discovery Club?**
Have fun! Our goal is to engage your child in creative and fun art, science, STEM, and gross motor activities that will encourage cooperative play, critical thinking, cause and effect as well as helping them enhance their social skills and peer relationships.