



2022 Summer Camp Policies and Procedures
PARENT AGREEMENT

Summer Camp Enrollment: All forms must be submitted to register for camp: Summer registration form, signed Policies & Procedures, and membership form (if applicable). No prorated/partial week rates are available.

Membership: Your child **MUST** be a current member of the Club to participate in camp days.

Sign-in /Sign-out Procedure: All members must sign-in with through a wellness check at the front desk daily and then report to their group. Parents/Guardians must sign their children out at the front desk. Parents are not to enter the Club past the front desk/entrance area. Members will be brought to the front desk area.

Technology Policy: Members are **prohibited** from using personal cell phones and/or electronic devices during camp. Please limit calling your children at the Club to **Emergencies ONLY**. If you would like to leave a message for your child, we will be happy to give that to them.

Late Pick-up Policy: Our Club closes at 6:00 pm. There is a 5-minute grace period, following the grace period you will be billed \$1 for **every** minute your child is not picked up after 6:05 pm. If a member has not been picked up after the Club has closed, and Club staff are unable to reach a parent/guardian, the next step will be to contact authorities.

Absences: You must notify the front desk in advance if your child will be absent during a week they are signed up for.

Refunds: Refunds must be requested in writing by filling out a Refund Request Form, available at the front desk. There is a **\$20 processing fee for ALL refunds, regardless of the amount**. Membership and weekly deposits are **NOT** refundable. Refund verification and check distribution can take 4-6 weeks.

Disciplinary Guidelines: Members who do not follow the Club Code of Conduct will be disciplined as stated in the Disciplinary Guidelines; found in our Parent Handbook. Members may be prohibited from attending field trips as a consequence of persistent behavior concerns. There are no refunds for members who are suspended or expelled from Summer Camp due to disciplinary action.

Payments: The Boys & Girls Club of the West Valley accepts the following forms of payment: cash, check and debit/credit card. When writing a check, please make payable to WVBGC. Please include your child's full name on the check to ensure proper accounting. Weekly payments can also be made online at www.wvbgc.org. Weekly fees must be paid in full by the Friday proceeding the week of attendance.

Field Trips: Field trips are on a first-come first-serve basis. **No exceptions**. Payment for field trips must be paid in full by the deadline indicated on the permission slip. Payments must be made in person at the front desk. If you should require a refund for a field trip, you must submit a refund form **NO LATER THAN** three days before the trip. You will not be able to receive a refund after this time. Refunds will not be distributed **UNLESS** your spot is filled by another member.

Club t-shirts: Club shirts are **required** to attend field trips, including teen trips. Shirts will be provided on designated dates.

The Club is not responsible for lost or stolen property.



Member First Name

Member Last Name

Parent/Guardian First Name

Parent/Guardian Last Name

Parent/Guardian Phone #

Parent/Guardian E-Mail

Parent Orientation Opportunities

I would like to attend the below specified Summer Camp Parent Orientation.
(Circle One)

Friday, June 10th, 2022

Saturday, June 11th, 2022

6:30 PM – 8:30 PM

11:30 PM – 1:30 PM



How did you hear about WVBGC Summer Camp 2022?

- Current WVBGC Member
- Flyer from child's school
- WVBGC Website/Social Media
- Friend/relative
- Club Staff/Club Member
- Other: _____



By signing below, I have read, I understand & I agree to follow the
2022 Summer Camp Policies and Procedures, PARENT AGREEMENT.

Parent/Guardian Signature

Date

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