

# GAME CHANGERS



## SUMMER CAMP 2023 Casper - Verda James Club

**June 12 - August 18**  
**7:30 a.m. - 5:30 p.m.**

**Member Fee:** \$10 Annual Club Membership  
**Summer Camp Fees:** \$90 per week, \$18 per day  
\$10 per week deposit required at registration



Scan to become a member or visit  
[bgccw.org/verda-james](http://bgccw.org/verda-james)



**BOYS & GIRLS CLUBS**  
OF CENTRAL WYOMING

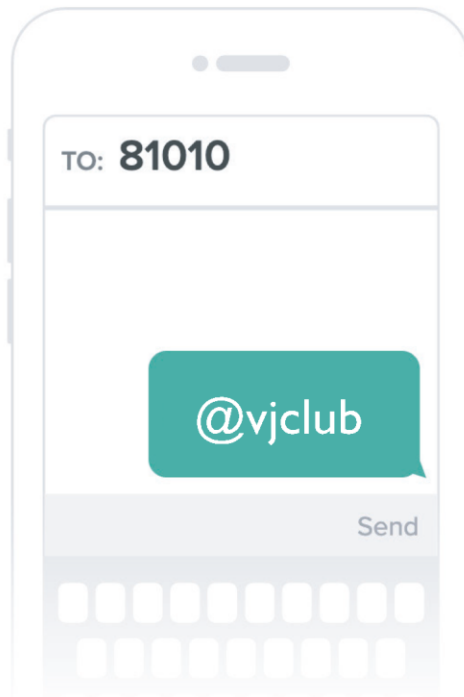


# VERDA JAMES



**Sign up for important text alerts from Boys & Girls Club Verda James Branch.**

Text @vjclub to the number 81010. You will receive a welcome text from Remind.



If you have trouble with 81010, you can try texting @vjclub to (762) 208-4587.

# Attention Parents



**BOYS & GIRLS CLUBS**  
OF CENTRAL WYOMING

## Summer Camp Fees:

\$90/week

\$18/day

**(NON-REFUNDABLE, NON-TRANSFERABLE)**

Fees are expected to be paid the **FRIDAY BEFORE** the week you plan to attend. Full week's payment is due no later than the **MONDAY morning** of the week you plan to attend, unless payment arrangements are made **IN ADVANCE**.

At registration, a \$10 reservation fee is required for each week your child will attend. This secures a spot for your child in our camp. Those who pay in advance and who have paid the reservation fee have preference. If a camp site reaches capacity, members without a paid reservation fee may not be allowed to attend their preferred site. This reservation fee is **non-refundable** and **non-transferable** and is applied to that week's camp fee.

### **REMINDER:**

For the safety of your child, a parent or guardian **MUST** accompany all camp participants in to and out of the Club each day.  
**NO EXCEPTIONS!**



## Welcome to the Boys & Girls Clubs 2023 Summer Programming! Verda James Club

Welcome to a new summer with the Boys & Girls Clubs of Central Wyoming! It is our pleasure to serve your children. Our summer will be full of fun and excitement! This packet provides important information about our policies. Our staff is looking forward to providing the best experience for your child this summer. Your assistance will help us achieve this.

### Available Sites

Main Club, Verda James Elementary, Paradise Valley Elementary (meeting at NCSD Activities Center), Teen Center

### Ages Served

All sites serve children ages 5-12. The Teen Center at the Main Club serves youth ages 13-18.

**Children MUST have completed kindergarten and have not yet graduated from high school.**

### Hours/Late Fees

7:30 am – 5:30 pm

**Any child not picked up by closing time, 5:30 pm, will be charged a late fee of \$1 for every additional minute he/she is left at the Club.** This fee must be paid before the member is allowed to return to the program. If your child is left for more than one hour past closing, the proper authorities will be notified.

### Schedules

**All Casper Clubs will be closed June 5 – June 9 and Aug. 21 – Aug. 25, 2023 for Club maintenance. All sites will be closed on July 4 in observance of Independence Day.**

Field trips will be offered at all sites. These trips may include library, movies, planetarium, Trails Center, Science Zone, and the Tate Museum, Fort Caspar Museum, nature walks, water days, roller skating and much more! Nominal fees may be required for some field trips. Please contact your site for scheduling and fee information.

Please watch for schedule changes noted in flyers, text messages through Remind, on our Facebook page, and/or our website at [www.bgccw.org](http://www.bgccw.org).

### Drop-off /Pick-up

**Upon arrival and departure to and from Clubs, parents/guardians must come in to check-in and check-out with a staff member. Please park in designated parking spots. This is for the safety of our members, families, and guests.**

The Boys & Girls Clubs of Central Wyoming is a drop-in facility and has an open-door policy where members are advised to stay on Club premises; however, we cannot legally require a member to stay at the Club. Staff does not grant permission to leave nor do we insist that children stay. Arrival and departure is a matter strictly between parent/guardian and the child(ren). We will, however, be monitoring the entrance of the building. As always, safety for our members is our top priority. If you have a specific concern, please notify the Site Director.

## Payment/Weekly Balances

The summer camp fee is \$18 per child per day. A payment of \$80 is required the Friday before the week your child is expected to attend. You will only be billed for the days your child(ren) attend that week. Credits will forward week-to-week and will remain on your account until the end of summer.

Space is limited. To secure a spot at your chosen Club site, a \$10 **non-refundable, non-transferable** reservation fee is due for each week you wish to hold for a child. FOR EXAMPLE: Your child plans to attend for 4 consecutive weeks. You would pay a \$40 reservation fee. For each week you would pay the balance of \$65 by the Monday of that week. Those who pay in advance and who have paid the reservation fee have spot preference. **In order for your child to attend any camp week, full payment must be received NO LATER than the Monday morning of that week. Lack of payment will result in your child(ren) not being able to attend any Club that week.**

## Refund Policy

If a child is unable to attend camp, **no refund will be given for the \$10 reservation fee or the annual \$10 membership fee.** No refund will be given if a child is removed from the camp in the event of disciplinary actions. A \$30 processing fee will be applied to any applicable refund.

## Discipline

The goal of our summer program is to provide members with an atmosphere of fun, creativity and respect through meaningful supervised experiences, which will encourage positive personal development. Please feel free to speak with the Site Director about our discipline policy. Your cooperation will assist us in achieving these goals.

The Boys & Girls Clubs of Central Wyoming enforces the following codes of conduct:

1. Respect for self, other members, staff, and property.
2. Threats, violence, and foul language will not be tolerated.

The Boys & Girls Clubs staff is instructed to take the following disciplinary actions:

1. Verbal warning, time outs, Club service.
2. Parental notification. It is at the discretion of the site director to give suspensions.
3. Dismissal from all Boys & Girls Clubs summer sites.
4. Fighting is an automatic two-day suspension.

## Sick Policy

No child will be admitted to camp if any of the following conditions are present:

1. A contagious disease (i.e. COVID-19, chicken pox, cold/flu, etc.).
2. Any fever over 100 degrees; must be fever free for more than 24 hours.
3. Excessive sneezing or coughing.
4. Signs of vomiting and/or diarrhea.

A child will be sent home if any of the above conditions occur at Club. There is a space provided on the membership application for alternate emergency phone numbers. Ill children must be picked up within one hour. There will be a \$5 charge for every 10 minutes past one hour that the member is left at the facility.

## Medication

If your child requires medication, we prefer it is taken outside of Club hours. If it is necessary to bring medication to the Club, *for the safety of all*, please alert the Site Director to discuss a secure location to keep the medication while your child is at the Club. However, our policies do not allow for staff to administer medication so it will be your child's responsibility to remember to administer the medicine him/herself.

## Personal Items

We encourage your child to bring only the necessities to the Club, as there will be no locked storage available. If your child decides to bring personal items, the Boys & Girls Clubs of Central Wyoming/NCSD#1 will not be responsible for lost, stolen, or damaged items. Children are discouraged from bringing cell phones, tablets, or any other gaming devices to the Clubs!

We do, however, encourage you to send your child(ren) with a hat and sunscreen.

## Lunch/Snacks

Your child will be provided a healthy morning and afternoon snack. **Your child will need to bring their own lunch each day.**

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

## Required Forms

All forms in the parent packet must be read and completed and a current Boys & Girls Club membership form must be on file.

**If you have any questions regarding our policies, please speak with your Site Director.**

# Attention Parents

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### **REMINDER:**

For the safety of your child, a parent or guardian **MUST** accompany all camp participants in to and out of the Club each day.

**NO EXCEPTIONS!**

*By signing below, you acknowledge and accept the above procedure and will adhere to all policies and procedures set forth by the Boys & Girls Clubs of Central Wyoming while your child is attending as an active member.*

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Parent Signature

Date



**2023 Summer Registration**  
**Verda James Club**

CHILD'S NAME	GRADE (Fall)	BIRTHDATE	SHIRT SIZE

Mother (Guardian): \_\_\_\_\_ Father (Guardian): \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_  
Cell \_\_\_\_\_ Email \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street address City State Zip

Mailing Address (if different from physical): \_\_\_\_\_

Emergency contact 1 (other than parent): \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency contact 2 (other than parent): \_\_\_\_\_ Phone: \_\_\_\_\_

Field trips:  YES, I wish to volunteer with field trips  NO, I am unable to help with field trips

**Choose which weeks you will need to reserve** (Reminder: \* All Club sites will be closed July 4<sup>th</sup> in observance of Independence Day.)

**ALL 10 WEEKS, JUNE 12 - AUGUST 18**

- Week 1, June 12 – 16       Week 5, July 10 – 14       Week 9, August 7 – 11
- Week 2, June 19 – 23       Week 6, July 17 – 21       Week 10, August 14 – 18
- Week 3, June 26 – 30       Week 7, July 24 – 28
- Week 4, July 3\* – 7       Week 8, July 31 – August 4

**By signing below, I acknowledge that I have read and understand all of the policies and procedures pertaining to Summer Programming. I give the Boys & Girls Club permission for my child to utilize surrounding property while supervised by Boys & Girls Club staff during Club hours. I give the Boys & Girls Club permission for my child to attend all field trips associated with the Summer Day Camps.**

\_\_\_\_\_  
Parent Printed Name Parent Signature Date





**BOYS & GIRLS CLUBS**  
OF CENTRAL WYOMING

**SUMMER**

**BANK WITHDRAWAL AUTHORIZATION FORM**

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I authorize the Boys & Girls Clubs of Central Wyoming and the financial institution listed below to debit \$ **ACCRUED FEES**

from the account (Choose one): Weekly on: **M T W TH F**

Bi-Weekly: **M T W TH F** or Monthly on the date: \_\_\_\_\_.

Beginning Date: \_\_\_\_\_.

This authorization will remain in effect until : **The end of the Summer.**

or until **terminated in writing by the undersigned.**

**Account:**

Financial Institution: \_\_\_\_\_

City and State: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Type:  **Checking**  **Savings**

Name (Printed): \_\_\_\_\_ Parent of: \_\_\_\_\_

Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**If my payment is declined, I understand that I will be charged the full daily rate.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Added to Vision
- Added to AD Group
- Date to FO: \_\_\_\_\_

**SUMMER**

**Easy Pay Enrollment Form**

I, \_\_\_\_\_ Parent of \_\_\_\_\_

agree to pay (see payment schedule below) at the \_\_\_\_\_ branch. **I understand if I do not fulfill the Schedule/ Agreement as stated below, then this Agreement will be null and void and all charges are due as previously billed.**

Mailing address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

**SCHEDULE:**

I will put a card on file to pay **ACCRUED** fees according to the following schedule:

___ Weekly beginning on _____	___ On specific dates: _____
___ Bi-weekly beginning on _____	___ Other: _____
___ Monthly beginning on _____	

**If my payment is declined, I understand that I will be charged the full daily rate.**

**Notes:**

Signed: \_\_\_\_\_  
(Parent)

Dated: \_\_\_\_\_

Credit Card Draft Authorization				
CC#				Amount: <b>Balance Due</b>
Exp Date:		3-digit Code:		Frequency:
Name on Card:				Beginning Date:
Signature:				Ending Date: <b>End of Summer</b>
By signing this Credit Card Authorization, I agree to allow the Boys & Girls club to draft my card according to the schedule outlined above. If I need to make a change to the credit card information for any reason, I will notify the Boys & Girls club in writing.				