

2026 Summer Program Operating Hours & Closures

Operating Hours: 7:30 a.m. – 6 p.m.

- The 2026 Summer Program will **start** Monday, June 22nd.
- The 2026 Summer Program will **end** Wednesday, August 26th.
- The Club will be closed for K-8th grade members on Friday, July 3rd, Thursday, August 27th, & Friday, August 28th.
- Please make note that the Club will be closed for K-8th grade members on Monday, August 31st.

WHAT YOU SHOULD SEND WITH YOUR CHILD DAILY:

- **LUNCH/SNACKS/WATER & DRINKS:** A packed lunch should be sent each day. The lunch box or bag must be clearly labeled with the child's name. Our new online menu will be available as an option.
- **BACKPACK, BATHING SUIT, & TOWEL:** *There will be no access to the changing rooms at the Hawthorne Memorial Pool.* Children should come with their bathing suits on, underneath their clothes daily. Children should bring a bag for their wet clothes and towel every day. After swimming they can change back into their clothes at the Club.
- **SUNBLOCK:** In the form of a spray and face stick should both be supplied for outdoor play.
- **PERSONAL ITEMS:** Personal toys, electronics, stuffed animals, or plush items from home will NOT BE PERMITTED.
- **CHANGE OF CLOTHES:** It is recommended that all our K-2nd grade members are sent with a change of clothes for any accidents that may occur while at the club.
- **SNEAKERS:** It is HIGHLY recommended that all members are NOT sent with flip flops or slippers. All members must be sent with sneakers while at the Club.

**Please be sure to clearly label all your child's belongings.
Lost and found will hold garments, etc. until 5 days after the last
day of the summer program.**

**If items are lost, stolen, or broken,
WE ARE NOT RESPONSIBLE.
This rule will be strictly enforced.**

Drop-off & Pick-Up Procedures

Operating Hours: 7:30 a.m. – 6 p.m.

- **NO PARENTS ARE PERMITTED THROUGHOUT THE BUILDING.**
- If you are unable to pick up on time, you must call the Club at 973-427-7777 and confirm with a Club staff member what time you will be arriving, NO EXCEPTIONS.
- If you arrive after 6:00 pm, a rate of \$10 per fifteen minutes, per child or any part thereof, will be charged directly to your account and will appear on your weekly invoice.

Drop-Off Procedure

- Escort your child/ren into the front foyer of the main building. K-8th grade parents are not permitted to drop off at any of the rooms.
- **There is NO drop-off line, please park your car when dropping off.**
- Do not park your vehicle in an unmarked spot, fire zone, or idling in the middle of the parking lot. Please park in a designated spot and escort your child/ren inside.
- Your child will then be directed to the correct room by the assigned Club staff member.
- Once child drop off is completed, please exit the building immediately.

Pick-Up Procedure

- **Anyone picking up a child from the center must be 18 years of age.**
- **All pick up persons will be required to provide photo ID before the child will be released.**
- Upon arrival, enter the building and speak to the person at the front podium.
- Inform the Club staff member with the name of the child/ren you are picking up. Please be sure to know their group number.
- A Club staff member will communicate with the appropriate classroom/group that your child is being picked up.
- You will be required to wait in the designated pick-up area.
- Your child will be dismissed from their group to gather their belongings and will meet you in the designated pick-up area.
- Your child will not be permitted to walk outside without a parent/guardian.

SCHEDULED ACTIVITIES

STEM ACTIVITIES/ARTS & CRAFTS: A portion of our time will be spent on some form of STEM or craft-related activity. These activities include but are not limited to crafts, engineering, math, and science. The primary purpose of this activity is to allow campers to express themselves creatively.

GYMNASIUM: Scheduled gym times include basketball, team building exercises, and physical fitness activities among other games.

MEDIA CENTER: Our media center allows campers to play games and visit filtered websites only.

SPECIAL EVENTS: A weekly schedule of special events will be posted and available.

OUTDOOR GAMES: Majority of our days are spent outside. Our outdoor activities include kickball, nature walks, wiffle ball, and football, among other games.

GAMESROOM: Our Gamesroom features Ping Pong, Pool Table, Foosball, Air Hockey, and a sitting area for Board Games, Cards, Reading, etc.

POOL: All members will be going to the pool on any non-field trip day. Please make sure to pack a bathing suit on all other days, **even if the weather may not permit. If the weather clears up at any moment, we will do our best to get as many groups as possible to the pool.**

CAMPER'S BASIC RULES OF CONDUCT

1. Campers will act in a safe and respectful manner towards peers, staff, and the Club.
2. Foul language, bullying, and physical contact is forbidden.
3. Campers must stay with assigned groups and follow counselors' instructions.
4. Campers will have fun at the BGC of Hawthorne Summer Camp!

BATHROOM POLICY

- All participants must be fully potty trained and able to use the bathroom independently.
- Staff are not permitted to assist with toileting or changing.
- Participants must be able to manage bathroom needs and personal hygiene on their own in order to attend the program.

FIELD TRIP POLICY

- Admission costs are included in the camp fees.
- If you wish to provide your child with a small amount of money for a souvenir, you may do so. Visiting the souvenir shop is dependent on timing and the schedule.
- **Lunches must be packed on field trip days!** Our new lunch program has an option to purchase lunch for field trip days!
- Campers **ARE NOT PERMITTED** to purchase lunch ON SITE on field trips.
- **All campers should arrive to camp by 8:30 am on Field Trip days (unless otherwise noted).**
- In the event of inclement weather, we may change our plans and have an alternate trip. All households will be contacted with updated information.
- **If you choose not to have your child attend any scheduled field trip, your child will not be permitted to remain at the BGC that day. There will be no available camp staff at the center on field trip days.**

ROUTINE & SCHEDULED

TRANSPORTATION AUTHORIZATION

As the parent and/or legal guardian of the youth member, registered in one or more programs listed below, I authorize the Boys & Girls Club of Hawthorne to provide routine and/or scheduled transportation on a regular or as need basis. I recognize that I will be notified prior to my child being transported to any additional outing/field trip via reverse text/call, email or permission slip.

Club Programs with routine/scheduled transportation:

- **Before & After School Program**
- **Summer Camp Program (scheduled field trips)**
- **Torch Club (scheduled outings and field trips)**
- **Keystone Club (scheduled outings and field trips)**
- **Social Recreational Programs**

Locations of Club Programs (including but not limited to):

- **Boys & Girls Club of Hawthorne**
- **Roosevelt, Washington, and Jefferson Elementary Schools**
- **Lincoln Middle School**
- **Hawthorne High School**
- **Planned and scheduled outings and field trip locations**

WALKING TRIPS TO OUTSIDE LOCATIONS **AUTHORIZATION POLICY**

As the parent and/or legal guardian of the youth member, registered in one or more programs listed below, I authorize the Boys & Girls Club of Hawthorne to provide routine and/or scheduled walking trips to nearby outside locations on a regular or as needed basis. The Boys & Girls Club of Hawthorne will use routes that pose no known safety hazards to its members and will not enter another facility unless otherwise notified.

Club Programs with routine/scheduled walking trips/outside locations:

- **Before & After School Program**
- **Summer Camp Program**
- **Torch Club**
- **Keystone Club**
- **Social Recreational Programs**

Outside Locations (including but not limited to):

- **8 Acres Woods**
- **JD Football Field**
- **Goffle Brook Park (Playground, Basketball Courts, and Soccer & Baseball Fields)**
- **Franklin Field**
- **Outside Recess Area at Lincoln Middle School**

2026 Summer Camp Payment Policy

Weekly Fees and Payment Requirements

- The weekly fee is \$305 for the first child and \$285 for each additional child.
- Week 2 fee is \$285 for the first child and \$265 for each additional child.
 - Club closed Friday, July 3rd.
- Week 10 is \$225 for the first child and \$205 for each additional child.
 - Club closed Thursday & Friday, August 27th & 28th.
- A \$100 deposit per child, per week will be required at the time of registration. The \$100 deposit will be applied towards the weekly fee.
- **Deposits can only be refunded or transferred as permitted by BGC Administration.**

Additional Required Fees

- **Membership** (new and/or renewal) is required for all campers. Yearly membership runs from September to August.
 - K-5th grade (Hawthorne resident): \$35.00
 - K-5th grade (Out of town): \$50.00
 - 6-8th grade (Hawthorne resident): \$20.00
 - 6-8th grade (Out of town): \$35.00
- **Summer Camp T-shirt** is required for all campers: \$10.00
 - **Please note, if you do not have your camp t-shirt on field trip days, you will be required to purchase another shirt for \$10.**
- **Pool membership** is required for all campers.
 - *Hawthorne and North Haledon residents must purchase pool passes through the Borough of Hawthorne. [Click here for Hawthorne pool pass information.](#)*
 - *Non-Hawthorne/North Haledon residents Pool usage fee: \$60.00 (Pool Usage is only valid during assigned swim times. The pass can not be used for swim at night or on weekends)*
- **Registration and Processing Fee:** \$5.00

Payment Methods

- Initial deposits must be paid at the time of enrollment via credit card or debit card online.
- All other balances can be paid via the following payment options:
 - Credit/Debit card authorization form in registration link (preferred).
 - Cash, check, credit/debit card payment over the phone or in person with a staff member.
 - PayPal via our website. [Click here for payment.](#)

Payment Schedule

- **Due at the time of registration:**
 - Membership (if applicable)
 - Summer Camp T-shirt
 - Pool usage fee (if applicable)
 - Registration & processing fee
 - \$100 deposit per week, per child registered
- **Due by Friday, June 12, 2026:**
 - **Any week your child is registered for is required to be paid in full.**
- **After May 31st, any week you register for or add to enrollment must be paid in full at the time of registration.**
- Payments towards your child's balance can be made at any time, after your registration has been processed by BGC staff via our website or in person.

Important Balance & Payment Reminders

- **Enrollment will be placed on hold for any family with an outstanding balance. You will be contacted directly to remit any past due balances in full before your child(ren)'s enrollment is finalized.**
- **Failure to pay balances by the due date can result in your child being removed from the program.**

2026 Summer Camp State Subsidized Childcare Payment Policy

Membership and Required Fees:

- **Membership** (new and/or renewal) is required for all members. Yearly membership runs from September to August.
 - K-5th grade (Hawthorne resident): \$35.00
 - K-5th grade (Out of town): \$50.00
 - 6-8th grade (Hawthorne resident): \$20.00
 - 6-8th grade (Out of town): \$35.00
- **Summer Camp T-shirt** is required for all campers: **\$10.00**
- **Pool membership** is required for all campers.
 - *Hawthorne and North Haledon* residents must purchase pool passes through the Borough of Hawthorne. [Click here for Hawthorne pool pass information.](#)
 - Non-Hawthorne/North Haledon residents Pool usage fee: **\$60.00**
- **Registration and Processing Fee: \$5.00**
- **Weekly Copayments:** the difference between what we receive on your child's behalf and our weekly fee. ***Copayments will vary for every camper.***

These fees are NOT covered by 4C's of Passaic County or Bergen County Division of Child Care Resources

Weekly Copayments and Required Deposits

- **Active contracts (BGC of Hawthorne is your current provider):**
 - No deposit will be required at the time of registration. Once we process your child's registration you will be billed your copayment amount for the weeks that you have signed up for and payment will be due in full on or before Friday, June 12th, 2026.
- **Out of Program (if BGC of Hawthorne is not your current childcare provider):**
 - A **\$25.00** deposit per child per week will be required at the time of registration.
 - Once we receive your finalized contract, we will determine your copay and apply your deposit towards the weekly copayment.
 - If there is a balance due, you will be billed for the difference.
 - If your copayment is less than \$25 per week, you will be refunded the difference.
 - *Weeks will not be held unless you have made a deposit to secure the spot.*
- **Enrollment will not be finalized for any campers if any of the required fees listed above are not selected and paid for.**

Payment Methods

- Initial fees & deposits must be paid at the time of enrollment via credit card or debit card online.
- All other balances can be paid via the following payment options:
 - Credit/Debit card authorization form in registration link (preferred).
 - Cash, check, credit/debit card payment over the phone or in person with a staff member.
 - PayPal via our website. [Click here to pay.](#)

Payment Schedule

- ***Due at the time of registration:***
 - Membership (if applicable)
 - Summer Camp T-shirt
 - Pool usage fee (if you are not a Hawthorne or North Haledon Resident)
 - Registration & processing fee
 - Deposits: *For any child that does not have a current contract with BGC listed as your provider.*
- ***If you do not have an active contract one week prior to your child starting camp, you will be given the following options:***
 - ***Remit payment in full on a weekly basis, by Monday prior to your enrollment week. Payments will not be accepted the week of!***
 - ***If your payment is not received, your child(ren) will be removed from the week, and your deposit will be refunded to you.***
- Payments towards your child's balance can be made at any time, after your registration has been processed by BGC staff via our website or in person.

Important Balance & Payment Reminders

- **If at any time before or during summer camp, your contract is no longer valid, you will be responsible for remitting payment in the full amount of the weekly fees immediately or your child will be removed from the program.**
- **Enrollment will be placed on hold for any family with an outstanding balance. You will be contacted directly to remit any past due balances in full before your child(ren)'s enrollment is finalized.**
- **Failure to pay balances by the due date can and will result in your child being removed from the program.**



BOYS & GIRLS CLUB
OF HAWTHORNE

2026 SUMMER CAMP PAYMENT AGREEMENT

As the parent and/or legal guardian of the registered camper, I agree that I am responsible for the tuition payment of the Summer Camp tuition in full according to the payment schedule outlined in the Summer Camp Handbook.

I am also responsible for any additional fees including but not limited to membership, registration fees, camp T-shirt and any Hawthorne Memorial Pool fee.

If my account becomes delinquent, my child, at the discretion of the Boys & Girls Club of Hawthorne, may be removed from the program and my account will be turned over to a collection agency. If this occurs, I agree to pay a finance charge of 1.5% per month on any balance due, as well as all reasonable collection costs not to exceed 25% as well as court costs, attorney fees and interest fees accrued with the collection of this account.

INFORMATION TO PARENTS

Under provisions of the **Manual of Requirements for Childcare Centers (N.J.A.C. 3A:52)**, every licensed childcare center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other childcare matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Childcare & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Childcare Center Licensing law to be licensed by the Office of Licensing (OOL), Childcare & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Childcare Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food, and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Childcare Centers and make it is available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application, or alleged violations of the Manual of Requirements for Childcare Centers.

We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center. OOL/INFORMATION TO PARENTS/APRIL 2017

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at https://data.nj.gov/childcare_explorer.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available. Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the

CPSC at (800) 638-2772. Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the *State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/.

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibit any of the following symptoms, he/she should not attend the Boys & Girls Club. If such symptoms occur, the child will be removed from the program, and you will be called to take him/her home. Please have an alternative plan should your child become ill.

Symptoms of illness:

- Severe pain or discomfort, including sore throat
- Acute diarrhea: 2-3 very loose bowel movements – must be 8 hours symptom free before returning to the Club.
- Episodes of acute vomiting: 1-2 episodes – must be 8 hours symptom free before returning to the Club.
- Elevate oral temperature of 100.4 degrees Fahrenheit - must be 24 hours fever free without medication before returning to the Club.
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavioral changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by a local health department or the Department of Health.

EXCLUDABLE COMMUNICABLE DISEASES

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child or staff member presents no risk to himself/herself or others.

If a child is exposed to any excludable disease at the center, the parents will be notified in writing.

COMMUNICABLE DISEASE REPORTING GUIDELINES

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable

Diseases and Work-Related Conditions Quick Reference Guide, a complete listing of reportable excludable diseases, can be found at:

http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

POLICY ON THE RELEASE OF CHILDREN

- A. Each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent(s) to take the child from the Boys & Girls Club of Hawthorne and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached. An authorized person must be 18 years of age or older. Presentation of valid photo identification will be required of all designated contacts authorized to pick up. Parents are responsible for immediately informing the Boys & Girls Club of Hawthorne of any changes in emergency contacts or telephone numbers of contacts.

It is a policy of the Boys & Girls Club of Hawthorne that a child shall not be visited by or released to a non-custodial parent unless the custodial parent specifically authorizes the center to allow such visits or release in writing. This written authorization, including name, address and telephone number shall be maintained on file at the Boys & Girls Club.

If a non-custodial parent has been denied access to a child by a court order, the center shall secure documentation to that effect and maintain a copy on file.

- B. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s) as specified in (A) above, fails to pick up a child at the time of the center's daily closing are as follows:
1. The child is supervised at all times.
 2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s).
 3. An hour or more after closing time and provided that other arrangements for releasing the child to his/her parent(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24 hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child.
- C. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the person(s) appear to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to that individual, the following procedure will be followed:
1. The child may not be released to an impaired individual.
 2. Staff member(s) will attempt to contact the child's other parent, or an alternative person(s) authorized by the parent(s).

If the center is unable to make alternative arrangements, as noted in (A) above, a staff member shall call the Division's 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

DISCIPLINE POLICY

DISCIPLINE: "To train or develop by instruction, especially in self-control."
(Webster New Collegiate Dictionary)

It is the philosophy of the Boys & Girls Club of Hawthorne to help children grow emotionally as well as intellectually, to help children succeed, feel good about themselves and be able to express their feelings in a positive and constructive manner.

It is our policy that discipline be positive. Discipline is not punishment. It is a way of helping children learn to identify socially acceptable behavior.

With our Club, limits and rules are clearly defined, consistent with and in accord with appropriate development and age of each child and the program in general. We focus strongly upon the reinforcement of acceptable behavior and the prevention of undesirable behavior by being ourselves responsive to the needs of the children.

Methods of correcting inappropriate behavior with the Club consist of the following:

1. Re-direction of activities: to change the focus of a child's behavior.
2. Individualized attention: to help a child deal with a particular situation.
3. Time-out: the removal of a child from the area of activity for a few minutes, so that he/she may gain self-control.
4. Attention to good behavior: to respond to and reinforce positive behavior, acknowledge, or praise the child when behaving well to let him/her know that we approve of what he/she is doing.

Discipline shall not be isolation without supervision, the withholding of food or attention. No child shall be subjected to corporal punishment, emotional neglect, abusive language, ridicule, or any behavior that shall intimidate, frighten or endanger the child or his/her self-image.

Should a child's behavior require further attention, an incident report will be filled out and signed by a parent or legal guardian. Three incidents will require a parent conference. Should one further incident report be written the child will be asked not to return to the program.

SUSPENSION & EXPULSION POLICY

Unfortunately, there are circumstances that arise on occasion that require a child to be removed from our program. A child can be expelled either on a short-term basis or permanently. It is extremely important to understand that our staff will work with the family of the child/children involved in order to prevent this policy from being enforced. The following are circumstances that would require a child to be suspended from the program or permanently removed:

Child's Action for Suspension and/or Expulsion

- Acting in a disrespectful manner to Counselor.
- Using inappropriate language
- Hitting, kicking, biting or any physical assault
- Failure to follow instructions and/or directions of Counselor
- Purposeful destruction of Club or any person's property
- Throwing of any object other than in the course of a planned club activity
- Behaving in any manner that might cause injury to his/herself or any other person

Parental Actions for Child's Suspension and/or Expulsion

- Failure of parent to pay/habitual lateness in payments.
- Failure to complete required forms.
- Habitual tardiness when picking up children/children.
- Physical or verbal abuse to staff.
- Other (explanation required).

Child's Discipline/Incident Report/Suspension Policy

Children who do not uphold the values and rules of the Boys & Girls Club of Hawthorne will receive a written incident report. Each member must always respect staff and fellow members and must adhere to the rules and regulations that enable the Boys & Girls Club of Hawthorne to provide a safe and caring environment.

1. All written incident reports must be signed by a parent/guardian.
2. All incident reports are non-negotiable and cannot be voided or reversed.
3. If a parent or guardian is not satisfied by discussion of the event with the child's counselor, he or she may request to meet with the Directors. However, please be advised that the statements and description of the incident by the counselor will not be reversed by any Director.
4. If a child receives a third incident report, he or she will automatically be suspended for a period to be determined by the Director. This period will be from one to three days. Any offense requiring more than a three-day suspension will be considered a **NO TOLERANCE** event and will cause the child to be permanently removed from the program.
5. ***Please be aware that refunds of any or all money paid for program fees for any suspension or removal are at the discretion of BGC Administration.***

Remedial Actions Taken by Staff to Avoid Expulsion

- Child will be redirected in a positive manner from his/her negative behavior.
- Staff will always use positive methods and language while disciplining a child.
- Staff will praise appropriate behaviors.
- Child will be given verbal warnings.
- Parents will be called to pick up the child.

If the actions above have not proven effective, the child's parent/guardian will be notified verbally and in writing regarding the child's behavior(s) (Incident Report) or the parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time when the parent/guardian may work on the child's behavior or to come to an agreement with the childcare center. The parent/guardian will be informed regarding: the length of the expulsion period, expected behavioral changes required in order to return, and a specific expulsion date which will allow an adequate amount of time for the parent to seek alternate childcare arrangements (approximately one week).

BOYS & GIRLS CLUB OF HAWTHORNE

SAFETY POLICIES

Child Abuse: The priority of the Boys & Girls Club Hawthorne is the physical and emotional safety of its members, staff and volunteers. BGCH maintains a zero-tolerance policy for child abuse. Policies and procedures are implemented for members, employees, volunteers, visitors or any victims of sexual abuse or misconduct to report any suspicion or allegation of abuse.

One-on One Contact Prohibition: The Boys & Girls Club Hawthorne prohibits isolated one-on-one interaction between Club participants and staff or volunteers, including board members. This includes prohibiting one-on-one contact at any time at the Club, in vehicles or by phone, text, social media or any other means. (if applicable)

Supervision: The Boys and Girls Club of Hawthorne is committed to providing a safe environment. All Club activities and program spaces shall always be under continuous supervision by sight or sound (for restroom supervision) by an appropriate adult staff (18 or over).

Screening and Onboarding: The Boys & Girls Club of Hawthorne is committed to selecting and retaining effective staff and volunteers to serve our youth. Background checks and screening procedures are conducted in accordance with this policy.

Drug and Alcohol Free Workplace: The Boys & Girls Club of Hawthorne is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization maintains a drug- and alcohol-free workplace. The unlawful or improper use of drugs – including marijuana, controlled substances, or alcohol in the workplace – presents a danger to everyone.

Incident Management: Clear reporting policies and procedures are an important element in responding to incidents that might occur in Clubhouses. Staff and volunteers must at a minimum immediately report and document all safety incidents that might affect staff, volunteers, members, and others who visit Clubhouses.

Technology Acceptable Use: The Boys & Girls Club of Hawthorne is committed to providing a safe use of technology and online safety for members, staff, and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

Transportation: The Boys & Girls Club of Hawthorne is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. The Boys & Girls Clubs of Hawthorne only provides transportation to and from the Clubhouse and various approved off-site locations. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership. (If applicable)

Emergency Operation Plan: Through the appropriate use of Club and community resources, Boys & Girls Clubs strive to mitigate the immediate effects of an emergency and its long-term effects on Club operations and mission by being prepared to effectively respond to and recovery from an emergency.

SUMMER CAMP POOL POLICY AND PROCEDURES

Safety is our top priority. The following aquatic procedures explain swim eligibility, zone placement, and guidelines.

Eligibility

- All Hawthorne and North Haledon residents must obtain a Hawthorne Pool membership for each member.
- ***You will not be permitted to attend the pool without membership.***
 - Pool memberships are valid outside of program hours.
- All other Out of Town members must pay a one-time \$60 pool usage fee to the Boys & Girls Club of Hawthorne.

Swim Zones & Swim Test Policy (Grade-Based)

- **Red Zone (Up to 2.5 feet)**
 - **All Kindergarten & 1st Grade campers.**
 - Must remain in water **2.5 feet or shallower** at all times.
 - **Not eligible for swimming testing**, regardless of ability.
- **Yellow Zone (Shallow to Mid-Level- up to 4.5 feet)**
 - **All 2nd Grade campers** (automatic placement; no swim test)
 - **3rd–8th Grade campers who do not pass the swim test.**
 - No access to the deep end.
- **Green Zone (Entire Pool- up to 10 feet)**
 - **3rd–8th Grade campers who pass the swim test** administered by pool staff.
 - Full pool access, including deep end.
- **Orange Zone (Up to the lap lane- 5.5 feet)**
 - **6-8th Grade campers only.**
 - If the member fails the test, they may use the majority of the pool, up to the lap lane area.

Swim Tests

- Conducted **by pool staff only**
- Offered **once per week on Mondays only**
- **No exceptions** to testing days
- Pass = **Green** Zone | Fail = **Yellow** Zone

Safety and Guideline Procedures

- **ONE additional lifeguard** on duty while our members are present, making a total of **THREE lifeguards** at all times on water duty.
- **TWO Summer Camp Directors** assigned to each pool shift
- All counselors remain with the group throughout the duration of the pool shift.
- Only pool materials are permitted in the facility. Please pack a separate bag for pool materials (towel, goggles, sunscreen, etc.)
- It is **PREFERRED** that our K-2nd grade members are sent to camp dressed in their swim gear. This will create less time to change before going to the pool facility.

Weather & Pool Closures

Pool activities will be suspended immediately due to:

- Thunder or lightning
- Severe weather
- Unsafe pool or water conditions

Campers will exit the pool and return to the Boys & Girls Club immediately. Swim activities may resume only after approval from pool staff and program leadership.

Emergency Procedures

Water Emergency

- Lifeguards assume control of all aquatic emergencies.
- Campers may be instructed to exit the pool immediately.
- Emergency services will be contacted if necessary.
- An incident report will be completed following any emergency.

Missing Camper

- Pool will be cleared immediately.
- Headcounts and visual checks will be conducted.
- Program leadership will be notified immediately.

Buddy Check

- BGC staff will conduct buddy checks periodically throughout the summer.
- Each group is given a specific zone to meet their counselor.
- Head count taken and children will be sent back to swimming/activities.

Swim Lessons

- Hawthorne Municipal Pool has swimming lessons available to Hawthorne/North Haledon residents.
- You may sign up for a swimming lesson that fits the Boys & Girls Club schedule. Once you are confirmed, please notify a BGC staff member of schedule.
- BGC staff will take the members to their designated swimming lesson time
- **Swim lessons are booked directly through the Hawthorne Municipal Pool, not the Boys & Girls Club of Hawthorne.**

SOCIAL MEDIA POLICY & METHODS OF PARENTAL NOTIFICATION

The Boys & Girls Club of Hawthorne recognizes that social media has become part of everyday life for many individuals and families. It enables families and staff to exchange important information with ease. Program information can be found on our website, www.bgchawthorne.org, and our Facebook and Instagram pages. For mass messaging, the Club uses Call-Em-All Automated Messaging Service from which you will receive a phone call and text message. In addition, all of our directors and teachers have email addresses should you have specific questions or concerns about your child.

The Boys & Girls Club of Hawthorne has guidelines that govern the use of social media outlets including but not limited to Facebook, Instagram, Twitter, Snapchat and LinkedIn as it relates to the Boys & Girls Club of Hawthorne.

- It is important that staff, volunteers and parents demonstrate respect for others and use good judgement when participating in any form of online posting.
- Do not share personal, private or confidential information.
- Do not post pictures of other people's children participating in Boys & Girls Club activities unless you have expressed written consent.
- Misuse of social media can result in disciplinary action.

TECHNOLOGY ACCEPTABLE USE POLICY

The Boys & Girls Club of Hawthorne is committed to providing safe use of technology and online safety for members, staff, and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

CLUB MEMBER USAGE

Before a member is allowed to use Club technology equipment or their personal device, both the member and his/her parent/guardian will need to read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

Club devices shall include all Club-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Personally owned devices shall include all member-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Club purposes shall include program activities, career development, communication with experts and/or Club peer members, homework, and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

Authorized use: Club devices and personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club devices or personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

Appropriate use: Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Monitoring and inspection: The Boys & Girls Club of Hawthorne reserves the right to monitor, inspect, copy, and review any personally owned device that is brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections. If so, the members may be barred from bringing personally owned devices to the Club in the future.

Loss and damage: Members are responsible for keeping devices with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Any inappropriate or unauthorized use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes but is not limited to the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by members
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment
- Personal attacks, including prejudicial or discriminatory attacks

- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others
- Knowingly or recklessly posting false or defamatory information about a person or organization; or Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices

If a member is told to stop sending communications, that member must cease the activity immediately. Any incident of such nature will be documented by Club leadership and the parents will be notified immediately.

CYBERBULLYING

Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails, or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites, or fake profiles.

Members may not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco, or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

Monitoring and inspection: The Boys & Girls Club of Hawthorne reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, the Boys & Girls Club of Hawthorne reserves the right to inspect and/or review personally owned devices that are brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections, but the members may be barred from bringing personally owned devices to the Club in the future.

Internet access: The Boys & Girls Club of Hawthorne reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks, or other services. Members must follow Club procedures to access the Club's internet service.

Loss and damage: Members are responsible for keeping the personal device with them at all times. Staff are not responsible for the security and/or condition of the member's

personal device. Furthermore, the Club shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Parental notification and responsibility: While the Boys & Girls Club of Hawthorne Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for the Boys & Girls Club of Hawthorne to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

Digital citizenship: Club members shall conduct themselves online in a manner that is aligned with the Boys & Girls Club of Hawthorne Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates the Boys & Girls Clubs of Hawthorne Code of Conduct, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

Club-owned-and-operated technology: Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

Digital citizenship and technology safety training: All members who wish to use a Boys & Girls Clubs device or equipment will be required to successfully complete a BGCA-provided digital citizenship and technology safety training. This training is required for all members annually.

Technology and Screen Time Policy: Please be aware that the use of technology does play a small role in all of our programs. BGC staff members carefully monitor the content the children view and are careful to adhere to a time limit. The use of technology shall be limited to 30 minutes per day. In regard to screen time use specifically, children will view educational content only. Exceptions will be permitted on "special" occasions and all material viewed will be rated age appropriately.

Electronic Device Policy

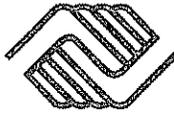
Electronic Device Procedure

We are updating our policy regarding personal electronic devices at the Boys & Girls Club of Hawthorne. While personal electronic devices such as tablets and gaming systems will not be permitted in our facility, campers may bring a cell phone as long as it remains stored in their personal bag or pocket and is not used during camp hours.

Cell Phone & Electronics Policy

- **Cell Phone Use:** Campers may only use their cell phones to contact a parent or guardian when necessary.
- **Unauthorized Use:** If a camper is found using their phone during camp hours for any other reason, the phone may be taken for the remainder of the day.
- **Inappropriate Use:** If phone use is deemed inappropriate, it will be confiscated immediately, and the camper may lose the privilege of bringing a phone for the rest of the summer.
- **Club-Provided Devices:** To support an engaging and interactive camp experience, the Boys & Girls Club provides a variety of electronic devices for campers, including:
 - **Computers**
 - **Nex Playground**
 - **Nintendo Switch**
 - **Xbox One & Xbox One Series S**
 - **PlayStation 4**
- **Additional Technology:** Many program areas are equipped with smart TVs, projection screens, and smart whiteboards to enhance learning and entertainment.
- **Parent Communication:** If a parent or guardian needs to reach their child, they may contact the Boys & Girls Club directly.
- **Device Violations:** Any electronic device used inappropriately during camp will be held at the front desk and returned to a parent or guardian at pickup.

We appreciate your cooperation in helping us create a fun, focused, and engaging environment for all campers!



**BOYS & GIRLS CLUB
OF HAWTHORNE**

Credit Card Payment Authorization **(Preferred)**

I, _____, parent/guardian of _____, authorize the Boys & Girls Club of Hawthorne to charge payments for Summer Camp to the card listed below. I understand that this information is confidential and will be kept in a secure place by the Boys & Girls Club of Hawthorne.

- Please charge my remaining balance in FULL on June 12th, 2026.**
- Please charge my remaining balance in FULL on _____ (DATE MUST BE PRIOR TO JUNE 12TH).**
- I would like to charge my balance in two equal payments:**
 - o **50% of my remaining balance will be charged on Friday, May 15th**
 - o **50% of my remaining balance will be charged on Friday, June 12th**

If you would like to discuss a payment schedule, other than those listed above, please contact Jamie Cheney at jcheney@bgchawthorne.org.

Signature Parent/Guardian

Date

OFFICE USE ONLY

LAST 4 DIGITS: _____ EXP. DATE ____/____ CVV: _____

Card #: _____

Expiration Date: _____/_____ **CVV Code:** _____

Address associated with the card _____

Summer Fun Camp Lunch Program

Lunch Program Ordering Procedure

We're excited to continue another year of a lunch program for our Summer Fun Camp! This new lunch program will replace our previous "Keystone Kitchen". Parents must place orders through the designated portal (no exceptions).

SchoolBitez – Easy School Lunch Ordering

(Catered by Francesca Brick Oven Pizza & Pasta)

Ordering school lunches is quick and hassle-free! Visit the [SchoolBitez Parent Portal](#) to get started. Need help? Click "Watch Tutorial Video" for step-by-step instructions.

How It Works

- **Menu Availability:** A full menu is offered daily, except on field trip days when a limited menu is available.
- **Ordering Deadlines:** Weekly Orders: Place orders by Sunday at 8:00 PM for the upcoming week (e.g., for the week of 6/22, order by 6/21 at 8:00 PM).
- **Same-Day Orders:** A limited menu is available until 7:00 AM daily. This does NOT apply to field trip days.
- **More than one child?:** If you already have a [SchoolBitez](#) account set up, please note that you must add a profile PER child.
- **School:** pick "**Boys & Girls Club Summer Program**" as the school for your camper.
- **Grade:** select the grade your child will have completed by June 2026. Middle school aged (6-8th) members must select "**Club 150**".
- **Order NOW:** The entire summer menu is available, so you can place all your summer orders today!

Menu Items- A mix of fresh additions and classic favorites!

Daily Lunch Menu:

- 6-piece Chicken Nuggets
- Bagel with Butter
- Bagel with Cream Cheese
- Caesar Salad
- Cheese Quesadilla
- Cheese Sandwich
- French Toast Sticks
- Grilled Chicken Quesadilla
- Ham and Cheese Wrap
- Ham Box
- Hot Dog
- Italian Wrap
- Mac and Cheese
- Mixed Green Salad
- Pancakes
- Penne with Butter
- Penne with Marinara sauce
- Penne with Vodka Sauce
- Pepperoni Box
- ***Pizza (available only on Fridays)***
- Popcorn Chicken
- Side of Fries
- Soy Butter and Grape Jelly Sandwich
- Turkey and Cheese Sandwich
- Turkey Wrap

Field Trip Day Menu: (Limited Options & must be ordered the Sunday before)

- Caesar Salad
- Caesar Wrap
- Cheese Sandwich
- Chicken Cutlet Wrap
- Ham and Cheese Sandwich
- Ham and Cheese Wrap
- Ham Box
- Italian Wrap
- Mixed Greens Salad
- Pepperoni Box
- Soy Butter and Grape Jelly Sandwich
- Turkey and Cheese Sandwich
- Turkey Wrap

Cancellations & Closures

- **Cancellations:** Orders can be canceled until 7:00 AM on the day of service for a full credit to your account.
- **Emergency Closures:** If school closes unexpectedly, all orders will be canceled automatically, and credits will be applied.

Important Dates

- **No Lunch Service:** Friday, July 3rd.

Important Information to Note

- **No More "Keystone Kitchen":** Our new lunch program replaces Keystone Kitchen. All meals must be ordered and paid for through the portal, ***this is the only way to purchase lunch.***
- **No Cash or Account Charges:** Payments cannot be made at the front desk or charged to your child's account.
- **Snacks & Drinks Still Available:** We will continue selling snacks and drinks from our kitchen during lunch and after pool time.
- **Support Our Youth:** All proceeds still support our ***Keystone Club*** teens, funding conferences, supplies, and more. We encourage you to utilize this new lunch program! Thank you for your support!