



**BOYS & GIRLS CLUBS**  
OF NEWPORT COUNTY



## Camp Grosvenor 2024

A-Z Reference Guide & Welcome Packet for Parents/Guardians

**Welcome to Camp Grosvenor 2024! We're so excited to kick off our season on July 1st this year, and we can't wait to see you!**

**Please review the below information regarding your camper, and let us know if there are any mistakes.**

**Name:**

**Allergies:**

**Medications:**

**Transportation:**

**Please call our office at 401-847-6927 with any corrections.**

### Camp Contact Information

Camp Address:

11 Miner Road

Saunderstown, RI 02874



Camp Grosvenor Phone: 401-295-1320

Director of Operations – Rob O'Neill – [roneill@bgcnewport.org](mailto:roneill@bgcnewport.org)

Camp Director – Blake Boutiette – [bboutiette@bgcnewport.org](mailto:bboutiette@bgcnewport.org)

Assistant Camp Director – Chanelle Butler – [cbutler@bgcnewport.org](mailto:cbutler@bgcnewport.org)

Central Clubhouse Phone: 401.847.6927

Front Desk Administrator – Jenn Bailey – [jbailey@bgcnewport.org](mailto:jbailey@bgcnewport.org)

Club website: [www.bgcnewport.org](http://www.bgcnewport.org)

Find us on Facebook & Instagram: @bgcnewport

### What to Bring/Wear to Camp

Please send your child with the following every day (clearly marked with their name in waterproof marker):

- Backpack
- Sunscreen
- **Water bottle** (preferably reusable to be environmentally friendly)
- Sneakers (*please, no open-toed shoes, sandals, or jellies—our program is very active and do not want your child's feet/ankles hurt! Crocs are allowed*)
- Comfortable clothing
- Bathing suit and towel
- Water shoes (we swim where there are oysters, rocks, and crabs—which runs the risk of feet getting cut)
- For rainy weather, please send your child to camp with a raincoat and rain boots. For chilly weather, sweatshirts, windbreakers, and long pants are suggested.





## **BOYS & GIRLS CLUBS OF NEWPORT COUNTY**

### **Absenteeism**

Attendance is taken daily. If your child will be absent, please call us at 401-265-1320 by 9:00 a.m. to let us know.

If your plans change and you decide not to send your child for an entire week for which you have registered, please let us know immediately, this way we can offer your child's slot to someone on the waiting list for that week.

### **All-Camp Events**

We have many fun-filled days planned with special themes/events. Keep an eye on our Instagram for updates! On our spirit days, we sometimes award children with prizes for those with the best outfit!

### **Camper Code of Conduct**

All campers are required to be members of the Boys & Girls Clubs of Newport County. All members are required to sign the Member Code of Conduct which outlines member/camper behavior expectations and consequences for not following the Code of Conduct.

### **Behavior (Camp Rules/Anti-Bullying)**

#### *Camp Rules:*

1. Keep, hands, feet and objects to yourself. Unwanted physical contact of any type is not permitted at camp report any incident to the nearest counselor.
2. Sticks, stones, leaves, and any other natural material must stay on the ground unless part of a program
3. Use kind and appropriate language.
4. Cell phone use is advised against at camp. We encourage members to enjoy the many features of camp and the presence of others.
5. Leave all animals, insects, sea-life, etc. at camp.
6. Show respect for others at all times.
7. Stay with your group at all times stay on the paths and never wander off by yourself or leave Camp property
8. Listen to counselors/follow directions.
9. Be on time — for lunch, group lines and assemblies.
10. Help keep Camp clean — use the designated trash barrels.
11. Play safely and fairly.

#### *Anti-Bullying:*

- Children are entitled to a positive camp experience, therefore, Camp Grosvenor cannot serve children who display chronic disruptive behavior.

Such behavior is defined as physical or verbal bullying that may involve but is not limited to behavior that:

- Inflicts physical or emotional harm on other children,
- Abuses the staff, and/or ignores or disobeys the rules that guide behavior during the day at Camp.

#### *Discipline Policy:*

- Campers committing serious offenses including (but not limited to) bullying, fighting, vandalism of Camp/Club property, injury to another camper or staff, possession of alcohol/drugs or weapons, etc. will be subject to immediate suspension and/or possible expulsion from the camp program. Decisions will be at the discretion of Camp/Club management.

### **Weather**

New England weather can be unpredictable. Please check the forecasts daily to determine the appropriate gear with which to send your child to camp that day. Rain, hot summer sun, and windy weather are all common during the summer in Rhode Island—please dress your child accordingly, in order that they can fully participate in all scheduled activities



### **Directions to Camp: Address 11 Miner Road, Saunderstown, RI 02874**

From Newport: Take the Newport Pell Bridge and Jamestown Bridge (138 West). Take Route 1A Wickford/Narragansett Exit (first exit after the Jamestown Bridge). Right at the end of the ramp towards Narragansett onto 1A South (Boston Neck Road). Right onto Carroll Road after passing Casey Farm and Saunderstown Post Office. Right at T intersection onto Miner Road. Miner Road turns into a dirt road. Follow dirt road through gate and travel approximately 1 mile down access road. Camp is at the end of the access road.

### **Emergency Closings/Changes**

In the event of extreme weather or national/local emergency where we will need to close Camp Grosvenor either prior to opening for the day or during the program, the following procedures will be followed to notify parents:

*Prior to Opening for the Day*



## BOYS & GIRLS CLUBS OF NEWPORT COUNTY



A member of our Senior Staff will contact the Rhode Island Broadcasters Association. News of the closing will then be broadcast on all Rhode Island, Connecticut, and Massachusetts radio and television stations. Our website and phone system also will announce the closing.

### *Early Closure*

In the event we need to close Camp Grosvenor early, the same procedure as listed above will be followed, plus, members of the Senior Staff will call all parents/guardians or emergency contacts to arrange pick-up times from the bus stops.

*All closures/changes will be determined by the Executive Director of the Boys & Girls Clubs of Newport County.*

### **Environmental Awareness**

We try to instill a strong sense of respect for the outdoors and our environment at Camp Grosvenor. We ask that your child please respect Camp property by refraining from littering or other behavior that might be destructive to the environment.



### **Family Participation**

For those campers participating in the Reading Program, the Reading teacher will host a family event toward the end of the summer to update you on your child's progress. Dates/times for both events will be available later this summer.

### **Fees/Payment Schedule**

All campers must be current members of the Boys & Girls Clubs of Newport County. Annual membership is \$30.

Those eligible for DHS must provide their certificate number for billing purposes.

### **Field Trips**

Permission slips will be distributed a week in advance of each field trip. Field trips are a privilege, not a right—those children who have not demonstrated acceptable adherence to Camp rules during regular day programs may risk not being invited to the field trips.

### **Food**

We serve breakfast and lunch every day, however, we encourage sending your child with any additional food you may see fit to suit your child's dietary needs. We require sending your child with a reusable water bottle. We are a PEANUT FREE CAMP

### **Goals for your Child's Summer Camp Experience**

Summer camp is a time for your child to explore his/her interests, as well as the outdoors. We strive to make your child's experience at camp both enriching and enjoyable. By the end of the summer, we hope that your child will have:

- Fostered a better appreciation of the outdoors and what it means to be a responsible steward of the environment.
- Developed a strong sense of teamwork and confidence in their abilities via a variety of sports, games, and friendly competition.
- Learned how to channel self-expression in new positive and creative ways.
- Continued their quest for knowledge and academic growth through a myriad of experiential learning opportunities.
- Confidence
- Life skills.
- Made new lifelong friends and had a great time!

### **Health Policies**

We want all our campers to enjoy a healthy experience at camp. To that end, we ask that all children come to camp free of illness.

#### *Allergies*

**Please** make sure you have indicated any food, insect, medication, or any other allergies on your child's health history. If your child is allergic to insect stings, please send them to camp with their epi-pen which we will keep locked up, but will be accessible if the need arises.

#### *Emergency Treatment for Serious Injury/Illness while at Camp*

For serious injuries that require professional medical attention, we will make every effort to contact you while contacting 911. If we cannot reach you, we will try to reach those listed as emergency contacts on your





## BOYS & GIRLS CLUBS OF NEWPORT COUNTY

child's application and release forms. In the event that no one can be reached, we will default to the "permission to treat" release that you signed. Again, every effort will be made to reach you first.

### *First Aid/CPR*

All our staff are certified in First Aid/CPR. Each group and program area has a first aid kit on hand to treat minor injuries. Parents will be notified either in writing or by phone if your child is injured at camp. The camp also has a licensed pediatric physician with whom they consult for any moderate to serious injuries/illnesses.

### *Health History Review*

A member of the Senior Staff will review all campers' Health Histories within the first 24 hours of the camper's first day of attendance to note any allergies, medications, or other noted concerns. Please ensure that you have indicated any health concerns/issues on this form of which you would like the staff to be made aware of.

### *Illness at Camp*

Parents will need to arrange to pick up their child should they develop a fever/illness (including, but not limited to vomiting, diarrhea, or unidentified rash) while at camp, and will not be able to return until they are symptom free for at least 24 hours. Parents will be called immediately. For minor illness or headaches, we will call the parents to let them know how their child is feeling and make a determination with the parent as to whether the child should continue his/her day at camp.

### *Illness at Home*

Please keep all children with a fever of more than 100.4 degrees Fahrenheit at home. Children must be fever free for 24 hours before returning to the camp program. Also any child experiencing vomiting and/or diarrhea must stay home that day, and again, must be free of symptoms for more than 24 hours before returning to the camp program.

### *Injury at Camp*

Our campgrounds cover more than 99 acres, and our programs require a great deal of physical activity and stamina. Injuries do sometimes occur and we will contact you to let you know the nature of the injury. If your child is injured either at home or at camp to the extent that they cannot participate in the majority of programs, we ask that you keep them at home until they are injury-free.

### *Medications*

Please notify the staff that your child requires medication while at camp. You must speak to a staff member and give the medication directly to the staff. All prescribed medication must be sent in its original container with instructions. All medications will be kept in a locked cabinet or locked refrigerator when not in use. For non-prescription medication, please contact the camp for policies and procedures.



We only will dispense Tylenol (liquid or pill form depending on weight), with your permission. Camp staff will contact you prior to administering medication, unless otherwise specified on the health history form for daily medication(s). Benadryl will only be provided to campers during emergencies, i.e. anaphylactic reactions. Benadryl will not be provided to campers for seasonal allergies.

### *Rash*

If your child has a rash, please have it checked out by a physician. Your child will need a doctor's note clearing him/her of any contagious rash before returning to the program.

### **Closures:**

The camp will be closed the following days:

- July 4<sup>th</sup>
- July 5<sup>th</sup>
- July 26<sup>th</sup>

### **Hours of Operation**

The Camp is open from 8:00 am – 4:30 pm, Monday – Friday from July 1<sup>st</sup> - August 23<sup>rd</sup>.

### **Non-discrimination Policy**

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, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.



## BOYS & GIRLS CLUBS OF NEWPORT COUNTY

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language), 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).

### **Peanuts and/or Other Nuts**

We are a peanut-free camp. Please do not send your child to camp with any peanut or other nut products.

### **Personal Property**

We are not responsible for your child's belongings. Please do not send valuable items or those that have sentimental or monetary value, as they could get lost, damaged, or stolen. Electronic games or equipment, cell phones & mp3 players, toys, and other items are not allowed and will be confiscated. Water guns are also not allowed. Weapons of any kind are strictly prohibited and will be cause for immediate expulsion. Personal sports equipment or camping gear may only be brought to camp under specific instructions for a specialized activity in which a letter or permission slip asked for such, and even then, the Camp is not responsible for those items being lost, stolen, or damaged. Pets or other personally-owned animals are not allowed on Camp grounds by campers or family members at any time during any of our programs.

We ask that you label all your child's belongings and clothing with his/her name in waterproof marker.

### **Photos**

We take photos of camp activities and campers that sometimes are published in our newsletters, websites, fundraising materials, or other similar marketing outreach. If you do not wish your child to be photographed, please indicate such on their application. Otherwise, you can contact the Club and let us know so that we can make note of it.



### **Program Evaluation**

We want your child to have a good time, and we want to know if they did! At the end of the summer, all families will be provided with an evaluation to let us know if we succeeded. If you have any questions, comments, or suggestions prior to the end of camp, please contact the Camp Director, as he would love to hear any feedback.

### **Programs Offered/Risks Involved**

We spend countless hours trying to create a fun and safe environment for your child. However, with a variety of different types of physical activities offered in a woodland and riverfront environment, there are inherent risks.

All programs and equipment go through rigorous safety inspections by certified professionals prior to each camp season and throughout the summer. All children participating in programs that require safety gear are provided such, and will not be allowed to participate unless they use them. By signing the application, you are acknowledging that you are familiar with the programs offered (either through reading the website, reading our brochure, and/or speaking with a staff member) and have given permission for your child to participate in such. If you have any questions regarding our programs, safety equipment, or the risks involved, please contact our Camp Director.



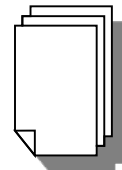
### **Reading Program**

To prevent the "summer slide," all children ages 6 to 9 have a block of reading/experiential learning and a block of art scheduled every day. Our Reading & Art Program is run by certified teachers. Assessments will be administered at the beginning and end of the camp season to monitor your child's progress. We will host a family program at the end of the summer so that you can meet with our teachers hear about your child's progress first-hand.

### **Registration Forms/Requirements**

The application materials required for your child to attend camp include:

- Summer Camp Application
- **Health History with Immunization Records**
- Meal Benefit Form





## BOYS & GIRLS CLUBS OF NEWPORT COUNTY

- First Session that a child attends must be paid in full (\$50 of which is non-refundable)

Your child will not be able to attend camp until all forms are received and complete. These forms include important information that we need in order to ensure we keep your child healthy and happy.

### Release Information

You are expected to pick up and sign out your child every day on time. Only those listed on the Release Form will be allowed to pick up your child. If you know you will need to make other arrangements for someone not listed on the form, please provide a signed written note with your child stating such.

If you plan to pick up your child from camp early, please contact the camp prior to your arrival. All early dismissals must be signed out with the Camp Director or Senior Staff Member on duty.

All parents/guardians must initial the sign-out sheet when picking up their child.

### Safe Child Policy

It is imperative that you pick up your child, or arrange to have someone else pick up your child, no later than 4:00 pm at Camp and within 10 minutes of bus stop arrival time unless you have registered for extended care (Central Clubhouse bus stop & Camp in Saunderstown only). Staff will begin calling all contacts on the Release and Application forms for children not picked up within 10 minutes and families will be charged \$5 per child for the first fifteen minutes and \$10 for the 2<sup>nd</sup> fifteen minutes per child until a parent/guardian arrives.

If we are unable to reach someone to pick up your child after 30 minutes, we will make arrangements with the local Police Department and DCYF to hold your child until a parent/guardian can pick him/her up and a report will be filed.

### Session Dates

Our summer season runs for eight weeks, Monday-Friday, 8 am – 4:30 pm.

#### Session 1

- July 1<sup>st</sup> – July 12<sup>th</sup>

#### Session 2

- July 15<sup>th</sup> – July 25<sup>th</sup>

#### Session 3

- July 29<sup>th</sup> – August 9<sup>th</sup>

#### Session 4

- August 12<sup>th</sup> – August 23<sup>rd</sup>



### Staff Recruitment/Training

We are an Equal Opportunity Employer. We begin recruiting our summer staff months in advance to ensure we employ the most qualified and friendliest counselors. Many of our staff are employed at the Boys & Girls Clubs of Newport, year round. We recruit staff that have skills that match the goals/outcomes that we set forth for all children attending camp. All applicants must go through a criminal background check and are checked against the National Sex Offender registry; have at least three references contacted that can verify their character and work-ethic; and are interviewed, in person, by one or more of our Senior Staff.

All staff hired participate in trainings prior to the summer season opening. Trainings include (but are not limited to) all health, transportation, operations, waterfront, program, and trip policies and procedures; child abuse awareness, diversity awareness, effective discipline and behavior management strategies; emergency procedures; teambuilding activities; First Aid/CPR certification; goals/outcomes for your child's experience; and, of course, how to ensure your child has a safe and enjoyable summer. We will conduct weekly meetings with staff to check in with how their summer is going. We host an all-staff meeting mid-summer for training/evaluative purposes. We conduct written evaluations on all staff twice per summer.

### Transportation and Pick-up/Drop-off Policies/Procedures

We provide transportation for all campers as part of their weekly fee. However, transportation is a privilege and your child will be given the rules of riding the buses and vans on the first day of camp. Failure to follow the rules will result in loss of transportation privileges, and possibly suspension and/or expulsion from camp.

For those parents/guardians who regularly pick-up and drop off their camper directly at Camp, please note the following:

- You may not drop off your child any earlier than the assigned time in the morning
- You must pick up your child by the assigned time in the afternoon





## BOYS & GIRLS CLUBS OF NEWPORT COUNTY

- The camp is on a 1-mile narrow, unpaved, access road--please drive slowly and follow posted speed limits on road and adjacent neighborhood (15 mph on access road, 20 mph in neighborhood). There are some blind spots, so please drive slowly and be aware that there may be traffic traveling in the opposite direction.
- All parents/guardians must park in parking lot before main camp entrance (do not drive past the "Buses Only/Stop sign). Those adults dropping off must walk their child to greeting area in front of O'Connell Lodge (first building on the left) for check-in and meet their child there, as well, if picking them up in the afternoon before 4 pm.

Additionally, no camper will be allowed to be transported in personal vehicles of any staff member under any circumstances.

### Visitors

All visitors must check in at the Camp Office in O'Connell Lodge.

### Volunteers

Volunteers are welcome at the camp to help out. However, all volunteers must have a criminal background check conducted, checked against the National Sex Offender Registry, and participate in our Volunteer Orientation prior to volunteering at the camp. Please contact the Camp Director for more information.

Those volunteers already in our system must contact the Camp Director to schedule hours.

### Waiting List

Registration is on a first-come, first-served basis. Each week there are a limited number of slots for each age group based on staff:camper ratios. Parents can have their children placed on waiting lists for any weeks/age groups that have been filled. The Camp Director will contact families upon any openings made available. Payment for that week will be due immediately upon acceptance to hold the slot.



### Waterfront Activities

Our camp enjoys a beautiful beach with docks on the Pettaquamscutt River. Our waterfront is guarded by certified Lifeguards and certified Water Safety Instructors. All campers who participate in our waterfront activities, including swim lessons, free swim and boating, will be tested for aptitude and assigned to a swimming/boating program appropriate for their individual skill set. No camper will be allowed in a boat without a life jacket (provided by the camp).

## Camp Grosvenor Transportation Rules & Procedures

We are enclosing our rules and procedures for those campers who ride on any of our vehicles at any time. All children are oriented to the rules of riding in Club/Camp vehicles before their first trip and regularly throughout the season. Failure to follow these rules results in disciplinary action, which may include suspension or termination of transportation privileges and/or suspension/expulsion from the general camp program.

- Seatbelts must be worn at all times in all vehicles except buses that do not have seat belts
- Remain seated until vehicle has stopped and driver/staff has indicated it is okay to stand
- Keep exit doors clear of blockage
- Behave and do not distract driver
- Arms & legs stay inside the vehicle at all times
- Hands & feet to yourselves at all time (no inappropriate physical contact with other riders)
- No food or drink allowed on vehicles
- All passengers must earn the radio
- No throwing objects out of the vehicle
- Campers/members must sit in backseats (adults only in front seats) of vans
- Keep backpacks on your lap
- Weapons, drugs, or any other prohibited materials are not allowed and will be confiscated (this includes water guns or other inappropriate toys/possessions).



**BOYS & GIRLS CLUBS  
OF NEWPORT COUNTY**

- Cross in front of van/bus when told
- Maintain appropriate language & conversation when riding
- Any damage to vehicle is at the cost of the rider
- Riding in a Club/Camp vehicle is a privilege, not a right. Driver has the ability to deny transportation

Additionally, parents/guardians/authorized adults are to be at the bus stops at the end of the day by the prescribed bus stop time. Failure to do so may result in fines and/or suspension/termination of transportation privileges. For those children left more than 30 minutes, we will begin our "Safe Child Policy" procedures (see *A-Z Reference Guide & Welcome Packet for Parents/Guardians*).

Any changes to any bus stops and/or authorized persons allowed to pick-up campers, whether temporary or permanent, must be provided in writing.

Staff are not allowed to transport campers in their personal vehicles.

Staff members are not allowed to accept medication unless it is in its original container with instructions and parent/guardian must complete a Medication Authorization Form. Any other medication found with a child will be confiscated, not administered, and returned to the parent/guardian at the end of the day.

We discourage paying camp fees and/or field trip fees in cash unless paid at the Central Clubhouse with the front desk personnel, however, if you must pay cash, please hand cash directly to the bus monitor and request a receipt. Please note that bus monitors will not be able to make change. Claims of cash payment without receipt cannot be verified or confirmed.

Busses leave the above stops at their allotted times. If a member arrives late they will may miss the bus out to camp. Drop-offs begins at 8:00 AM for the following bus stops: CCRI Newport, Florence Gray Center, Curtis Corner Middle School, and Camp Grosvenor. Members **MUST** be picked up by 4:30 PM. Members picked up after 4:30 PM will be given a late fee that must be paid before the member's next day of attendance.