

Parent Welcome Packet

Summer Programs 2026



BOYS & GIRLS CLUBS
OF NORTHWEST SAN DIEGO

Welcome to Summer Camp at the Club



Boys & Girls Clubs of Northwest San Diego (BGCNWSO) is excited to have you join us for an action-packed summer filled with **adventure, creativity, and fun!** This information packet will help you prepare for our day-to-day activities and ensure your camper has a smooth and enjoyable experience.

A limited number of spots are available at each site. Families interested in attending summer camp must register for camp online through our Campsite registration system. Availability will be based on a first come, first served basis. Activities are subject to change without notice. Camp offerings differ at each camp location. Please review the Summer Program Guide for more information.

✦ Please keep this information handy for quick reference throughout the summer!

Primary Contact & Locations

Day Camps			
Harper Clubhouse	Candace Gerlach	(858) 755-9373	533 Lomas Santa Fe Dr. Solana Beach, CA 92075
Polster Clubhouse	Emma Lemus	(858) 720-2180	3800-A Mykonos Lane, San Diego, CA 92130
Griset Clubhouse	Chris Ann Rosillo	(760) 753-6351	1221 Encinitas Blvd. Encinitas, CA 92024
Oceanside Clubhouse	Holly Johnson	(760) 433-8920	401 Country Club Lane, Oceanside, CA 92054

Specialty Camps			
Del Mar Specialty Camps	Emma Lemus	(858) 720-2180	14125 Mango Dr., Del Mar, CA 92014
Griset Specialty Camps	Chris Ann Rosillo	(760) 753-6351	1221 Encinitas Blvd. Encinitas, CA 92024
Camp & Swim	Candace Gerlach	(858) 755-9373	533 Lomas Santa Fe Dr. Solana Beach, CA 92075

Specialty Programs			
Music Camps Youth Arts Academy	Elizabeth Stewart	(858) 720-2180	Upstairs Polster Clubhouse
Sports Camps Athletics	Davion Sarver	(858) 755-9371 x 332	Harper & Polster Clubhouses
Culinary Camps Young Chefs Academy	Kierstin O'Kelley	(858) 436-7502	Harper & Griset Clubhouses

bgcSummerCamps.org

Payments

Payment is due at the time of registration. Payments can be made by credit card online. If you would like to pay in person by check or cash, registration will be completed once we receive your payment. Please contact your Clubhouse Manager to make payment arrangements. Your camper's registration will be completed once a payment is received and processed. Registrations must be submitted by Thursday the week prior to the start of camp, pending space availability.

Fees Policy

- **Camp Fees:** All camp fees must be paid in full prior to attendance.
- **Late Registration Fee:** A \$10 convenience fee will be applied to any payments made on Monday for that week's camp session.
- **Returned Checks:** A \$25 charge will apply to all returned checks due to insufficient funds or other banking issues.

Financial Assistance

Important: Families must contact the clubhouse **prior to enrolling** to use financial assistance. If you register without prior approval, you will be responsible for the full program fee.

We accept applications on a first come first served basis. Applications must be submitted and approved prior to registration. The submission of application does not guarantee a spot in camp or financial assistance approval. Approval will be based on need and funding available. Applications must be submitted at least 2 weeks prior to camp start for review. The application can be found online at bgcgreater.together.org/about/financial-aid-and-policies

Discounts

Important: Families must contact the clubhouse **prior to enrolling** to use discounts. If you register without prior approval, you will be responsible for the full program fee.

10% Sibling Discount: To support families with multiple children attending summer camp, we offer a sibling discount. **Eligibility:** Discount applies to siblings living in the same household and registered under the same parent/guardian account. **First child** is full price. **Siblings** must be attending the same week(s) of camp to qualify. **Applies To:** Full-week camp registrations only. (Not valid for camp add-ons, transportation, single day passes, field trips, or camp t-shirts.). **Exclusions:** Cannot be combined with other promotions, scholarships, military or financial assistance programs. **How to Apply:** Discount will be applied by the Clubhouse Manager when siblings are registered to attend camp during the same camp weeks.

10% Military Discount: Proof of military service will be requested upon completion of registration. Must complete required document. **Applies To:** Full-week camp registrations only (not valid for daily add ons, transportation, drop-ins, or field trips). **Exclusions:** Cannot be combined with other promotions, scholarships, or financial assistance programs.

Sign In & Out

Daily Drop-Off Daily

Parents or guardians must park and walk their camper into the building for drop-off. You are required to sign your camper in each day upon arrival.

Pick-Up—Parents or guardians must park and walk in and sign your camper out of each day.

Alternate Pick-Up—If someone other than a parent or guardian listed on the camper's registration will be picking up your camper, please notify your Clubhouse manager in advance.

For the safety of all campers, BGNWSD will require a photo ID from the person picking up your camper.

Unauthorized Pick-Ups: If an individual not listed on your camper's registration attempts to pick them up, we will not release your camper until we contact you and receive proper authorization.

Custody Situations

To ensure the safety and well-being of all campers, the following policy applies to custody-related matters. BGCNWSO will ONLY release child to parent/guardian listed on membership application.

Custody Documentation: If a parent, relative, or guardian is legally restricted from picking up a camper, a copy of the court custody paperwork must be on file at the Club.

Enforcement: If the restricted individual attempts to pick up the camper, camp staff will notify the custodial parent immediately and contact law enforcement if deemed necessary.

Communication: Parents/guardians are encouraged to discuss the custody situation with our Clubhouse Manager/Site Lead. We will need to be informed of any changes to custody arrangements. We appreciate your cooperation in maintaining a secure environment for all campers.

Late Pick Up Policy

We do not have staff on the premises before or after Club hours. We rely on parents to pick up campers promptly at closing time. Should parents be late for any reason, the following policy will be in effect:

1st Incident: Friendly reminder of our program hours

Every incident thereafter: Late fee of \$2.00 per minute will be charged

Continual Late Pick-ups: The camper may be dropped from the program

When a camper has not been picked up or staff contacted by parent/guardian BGCNWSO will:

1. Attempt to contact parent/guardian.
2. Attempt to contact other emergency contacts listed on the camper's account
3. After all attempts have been made to contact parents, emergency contacts, and more than 1 hour has passed, and custody of the camper will be turned over to the Police Department.

Lost or Damaged Items

- BGCNWSO is not responsible for lost or stolen items. Please avoid sending valuable belongings with your camper.
- Parents may be billed for any damages caused by their child to camp facilities, field trip locations, vehicles, or equipment.

Camp Schedule

- BGCNWSO reserves the right to modify camp activities, dates, or times as needed.
- All camp days must be used during the 2025 Summer Camp season.

Food & Drink

Lunch

Campers must bring a sack lunch from home each day in disposable containers that your camper can open independently. Please follow the following lunch guidelines:



- Pack a healthy, balanced lunch
- Include a beverage
- Mark all lunches (and all containers inside lunches) with camper's first and last name



- No soda
- No glass containers (food or drinks)
- No perishable items
- No meals that need reheating*
- No meals that need refrigeration*
- No meals that require hot water*

Pro Tips

- Freezing lunch items and beverages the day before and/or inserting a cold pack in the lunch container will help preserve the food.
- If you have a younger camper, please consider sending snacks and lunch in separate bags or containers. *Afternoon snack times may vary depending on the camp activity.

Snacks

Campers burn a lot of energy at camp each day and are always hungry! We ask that you pack multiple healthy snack items for your camper. If you have a younger camper, please consider sending snacks and lunch in separate bags or containers. We offer a Snack Shop with items available for purchase during the two designated snack times each day. Prices range from \$0.50 - \$2.00. Snack items are not sold as a substitute for lunch. Snack time occurs twice daily during the 10AM and 3PM hour (times may vary). Snack Shop is optional and is only open during the two scheduled snack times each day.

Allergies

If your camper has any allergies, please notify the front desk or Site Lead so we can take the necessary precautions to ensure their safety.

Water Bottles

Send your camper each day with a refillable water bottle labeled with their name on it. All of our facilities have eco-friendly water filtration systems that provide cold water for our campers.

Parent/Guardian Expectations

To ensure a safe, fun, and enriching experience for all campers, we kindly ask parents to adhere to the following expectations:

Personal Belongings

Please do not allow your camper to bring toys, electronic devices, or valuable personal items to the Club. BGCNWSD is not responsible for lost or damaged belongings.

Dress Code

Dress your camper in comfortable play clothes, as activities may involve getting dirty. For safety reasons, campers should wear close-toed shoes suitable for active play. All slogans, designs, and logos on clothing must be appropriate. BGCNWSD staff reserve the right to ask your camper to turn any shirts inside out or to remove any baseball caps if they are not appropriate. On swim or water activity days, campers should bring the proper swim attire and towel along with normal camp clothing. Sunscreen and a hat are always recommended.

Sun Protection

Outdoor activities are a key part of our program. Please apply sunscreen to your camper in the morning and provide extra for reapplication during the day. Spray sunscreen is recommended for ease of use. Campers should apply sunscreen prior to attending camp each day. Camp Staff will not apply sunscreen on campers and are not responsible for sunburns. Camp Staff will remind campers to re-apply and may instruct campers to apply sunscreen during water activities/swim days.

Health and Safety

Please notify the Club immediately of any changes to your camper's health. If your camper exhibits symptoms such as fever, cough, sore throat, shortness of breath, vomiting, diarrhea, or rash, you will be contacted to pick them up promptly for the safety of all campers and staff. For the safety of the other campers and the staff, a doctor's note may be required before your camper may return to camp.

Behavior Expectations

We strive to create a positive and enriching environment for everyone. If a camper consistently struggles to follow program rules, they may face suspension or removal from the program without a refund.

Emergency Contact Information

Keep your contact information up to date with the Office Manager. Current phone numbers are critical in case of emergencies.

By working together, we can provide a safe and enjoyable experience for all Club campers. Thank you for your cooperation and support.

Camp Rules

To ensure a safe and enjoyable experience for everyone, please review these rules with your camper:

Respect

- We treat camp staff and fellow campers with kindness and respect at all times.
- We use positive and appropriate language.

Personal Space

- We keep our hands to ourselves and respect personal boundaries.

Teamwork

- We work together to solve problems and support one another.

Property

- We respect camp property and the belongings of others.
- We use camp equipment properly and safely.

Activity Guidelines

- We run and play outside only.
- We eat and drink outside during designated times.
- We use indoor voices when inside.

Following Directions

- We listen to and follow directions from camp staff.

Participation

- We come to camp ready to participate, make new friends, and HAVE FUN!

Behavior Policy

At BGCNWS, we are committed to providing a safe and enjoyable environment for all campers and staff. To maintain this standard, the following behavior policy is in place:

Safety and Well-Being:

- We reserve the right to suspend or remove any camper from the program if their behavior jeopardizes the safety or well-being of others, including fellow campers and staff.
- Any camper found stealing, whether at BGCNWS, during a field trip, or on an outing, will be subject to immediate dismissal.

Incident Reports:

- Documented incident reports will be created for instances of disruptive or inappropriate behavior. (These are internal documents)
- Accumulating more than three incident reports during the camp season may result in immediate dismissal from the program.

Parental Involvement:

- Parents/Guardians will be contacted to assist in addressing behavioral concerns before a suspension or removal is enforced.

No Refund Policy:

- Refunds/credits will not be issued for suspensions or program expulsions due to behavior issues.

Case-by-Case Review:

- All situations will be evaluated individually, and the final decision regarding suspensions or dismissals will rest with the Camp Director.
- BGCNWS reserves the right to dismiss a camper without prior notice due to non-payment or any serious misconduct, as determined by the Camp Director.
- **No refunds will be issued for dismissed campers.**

Cell Phone & Technology Policy

Club Phone/Cell Phone Usage:

To foster a distraction-free, engaging environment, the following guidelines apply to phone and technology usage at camp:

Club Phone Usage:

- Campers may use the club phone for emergencies only.
- Parents are encouraged to call their camper only in emergency situations.

No Technology Rule:

- Campers are not allowed to use cell phones, smartwatches, laptops, tablets, or any other electronic devices for the following:
 - Communicating or logging onto social media accounts.
 - Viewing videos, listening to music, or playing games.
 - Taking photos or videos of themselves or others and sharing/posting them online.

Handling of Devices:

- Campers found using devices will be asked to put them away.
- If the issue persists, devices may be held at the front desk or office until the camper is picked up.

Permission for Calls:

- Campers must ask the Camp Supervisor or Manager for permission before making any calls to parents/guardians.

These rules are in place to ensure a safe, respectful, and technology-free environment where campers can focus on building connections, participating in activities, and having fun. Thank you for your support in upholding this policy.

Medical & Emergency Authorization

By registering for BGCNWSD Summer Camps, parents/guardians provide consent for the following:

Medical Treatment Authorization

In the event of an emergency, BGCNWSD is authorized to obtain necessary medical, hospital, or dental care for the camper.

- Parents/guardians agree to cover all expenses for such services.
- BGCNWSD is released from any liability related to emergency medical treatment.

Participation in Off-Site Activities

Parents/guardians grant permission for their child to participate in off-site events and field trips as part of the camp program.

Agreement Validity

This authorization remains in effect until revoked in writing and submitted to the Camp Office.

In an emergency, the undersigned authorize BGCNWSD to obtain the services of such doctor, hospital, dentist or others as BGCNWSD shall determine for the benefit of the BGCNWSD member named above and the undersigned agree to pay for all medical, dental or hospital or other services required for the benefit of the BGCNWSD member named above. The undersigned shall reimburse BGCNWSD for all expenses incurred in connection with said emergency. The undersigned hereby waive any and all claims they may have against BGCNWSD relating to medical, hospital, surgical and dental care furnished to the BGCNWSD member named above pursuant to this agreement and agree to hold BGCNWSD free and harmless from all claims that the BGCNWSD member, the undersigned and others may have in relation to emergency treatment and services rendered pursuant to this agreement. This authorization shall remain in effect until revoked in writing and delivered to agent of BGCNWSD.



Medication Form

Field Trips

Review the following guidelines and reminders to ensure a smooth experience for your camper.

Eligibility and Registration

Field trips are available to campers registered for a full camp day, which includes: **Summer Day Camp or a combination of AM & PM Specialty Camps or a Full-Day Specialty Camp (9:00/9:30 AM - 3:00 PM)**. To ensure proper staffing, field trip sign-ups must be completed at least 48 hours in advance and pending space is permitted. A payment is required for participation prior to the field trip date. Some field trips may have age requirements. Field trips are offered on a first-come, first-served basis and often fill up quickly.

Important Notes

- **No Refunds/Credits:** Refunds or credits will not be issued for missed field trips
- Personal membership passes or tickets purchased outside of our group visit are not valid
- To register for field trips, visit our website. Field trip sign-ups must be completed at least 48 hours in advance, subject to availability.

Safety and Transportation

- **Pick-Up/Drop-Off:** For the safety and security of campers, we cannot pick up or drop off campers outside of our Day Camp locations.
- **Assigned Groups:** Campers must remain with their assigned group for the duration of the field trip, including transportation to and from the destination.

Field Trip Logistics

- **Timing:** Most field trips occur during regular camp hours (9:00 AM - 3:00 PM).
- Field trips marked in BOLD are all-day excursions, and campers will return by 4:30pm unless otherwise stated.
- Campers are allowed to bring cash to spend and will need to be responsible for their own money.

BGC T-Shirts

- Campers are required to wear their BGC T-shirt on all field trips.
- If a camper does not have their BGC T-shirt on field trip day, one will be provided, and a \$10 fee will be charged to their account.
- **Reminders:** Parents will receive reminder emails the evening before each field trip, including information about lunch and additional guidelines.

Cancellations or Rescheduling

- Field trips may be canceled or rescheduled without prior notice.
- In the event of cancellation or rescheduling, parents will be offered the option of a credit or refund.

We appreciate your cooperation and look forward to an exciting summer full of adventures!

We make a special effort to meet the needs of each family. Please do not hesitate to call our office at 858-720-2180 if you have any questions.

By registering a child for a field trip, the parent or legal guardian grants permission for their child to participate and be transported off-site. The parent releases the Boys & Girls Clubs of Northwest San Diego (BGCNWS) from liability for any accidents or injuries that may occur during the trip. They also authorize BGCNWS to seek medical treatment for their child in case of an emergency if they cannot be reached and agree to hold BGCNWS harmless for any resulting treatment. Furthermore, the parent agrees to release BGCNWS from any claims related to injuries, damages, or medical actions taken. The child may be transported via private vehicle, bus, or public transportation. The parent is responsible for picking up their child at the designated return time or at the close of BGCNWS's scheduled program.

Credit & Refund Policy

Upon registration, families assume responsibility for their child's attendance. Camp days are non-transferable and cannot be credited toward other BGCNWSO programs. All credit and refund requests must be submitted in writing and require approval from the Camp Director. Requests will be considered under the following guidelines:

Credit Requests

- To accommodate campers on waitlists, all credit requests must be submitted at least five (5) business days before the camp start date using the Refund/Credit Request Form.

Camp Transfer

- A camper may transfer to another Day Camp or Specialty Camp week, subject to availability. A \$10 transfer fee will apply per transferred camp week.
- Current camp rates apply.
- Previously applied discounts cannot be transferred.

Future Credit

- A credit may be issued toward the 2026 Summer Camps season (expires one year from the date of issuance).
- Credits may be transferred to a sibling if requested.
- A \$25 cancellation fee will be deducted for each canceled camp.

No Late Credit Requests:

- Credit requests or transfers will not be accepted once the camp week has begun.

Refund Request Policy

Refund requests will only be considered if a camper is unable to participate due to a medical condition and has been excused by a licensed medical professional.

To request a refund, parents must complete the Refund/Credit Request Form and submit it along with a written medical excuse from the child's doctor.

The Refund/Credit Request Form can be found on the Parent Dashboard under the FORMS tab. All documents must be submitted via email to the Camp Office at campoffice@bgcgreatertogether.org

Refund Submission Deadlines & Fees:

- Refund requests must be emailed at least 48 hours before the start of the requested camp week.
- Approved refunds will incur a \$25 administrative processing fee per Specialty Camp or Day Camp week refunded.
- No refund requests will be accepted after August 6, 2025.

Refunds for Medical Absences:

- If a medical issue arises during camp and a camper misses three (3) or more days in a given week, parents must submit a written medical excuse from a doctor along with the Refund/Credit Request Form within five (5) days after the camp week ends.
- A pro-rated credit, refund, or transfer to Day Camps may be considered for the missed days.

Day Camps:

- No credits or refunds will be provided for unused or missed Day Camp days.
- Unused days may only be transferred to a sibling but cannot be refunded.

Canceled Camps & Field Trips

- If BGCNWSO cancels a Specialty Camp, parents will automatically receive either a credit or refund, based on their preference.
- Due to vendor agreements, some camps and field trips may not be eligible for refunds or credits.

Camp & Swim

SWIM TEST- swimmers will have a swim test on the first day of camp & swim during their fun swim. The test consists of the swimmer entering the pool by themselves, going under the water at the wall then swimming a freestyle with side breathing or rolling over onto their back to breathe across the pool unassisted.

(1 length of pool/ 25 yards)

PASS SWIM TEST

We put together a roster on the first day with swimmers that passed the swim test

- a. We call out the swimmer's names and they can get into the pool right away
- b. We keep adding names as the swimmers pass the swim test

DO NOT PASS SWIM TEST

If the swimmer does not pass the swim test, they will get a colored wrist band placed on their wrist.

Wrist band informs lifeguard the swimmer did not pass the swim test

We test swimmer every M/W/F- swimmers have plenty of chances

The lifeguard will put a lifejacket on the swimmer.

- a. The swimmer can swim anywhere in the pool
- b. Wear a wrist band

If the swimmer does not want to wear a life jacket

- a. The swimmer will have to stay in the shallow end of the pool and will not be allowed in the deep end
- b. Wear a wrist band
- c. We do not promote the swimmers to sit out, but it does happen
- d. The swimmer can practice their freestyle with side breathing/rolling over in the shallow end
- e. We test swimmers every M/W/F- swimmers are given plenty of chances to take the swim test.

We are here to help!

(858) 720-2180



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