



BOYS & GIRLS CLUBS
OF GREATER CONEJO VALLEY

Parent Handbook
2018-2019

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Introduction

Purpose and Goals

The mission of the Boys & Girls Clubs of Greater Conejo Valley is to enhance the lives of young people and their families by providing a positive environment that cultivates academic success, healthy lifestyles, character and citizenship.

As a member of the Boys and Girls Clubs of America movement, our club practices a set of principles, which distinguishes us from other youth development agencies. This is a “tried and true” formula that has made clubs **“The Positive Place for Kids & Teens”** for over 140 years.

BOYS & GIRLS CLUBS

- Are designed to satisfy the age old desire of kids to have a club of their own.
- Have full time professional leadership supplemented by part time and seasonal workers.
- Are affordable. Dues and fees are kept low so all can afford to belong. Scholarships are also available.
- Insure equal access to activities for any child regardless of race, religion, ethnic culture or gender.
- Are building centered. Activities are carried out in a warm, friendly atmosphere.
- Have a varied and diversified program that recognizes and responds to the needs of children with differing abilities and interests.
- Are guidance oriented to assist children in learning to make appropriate and satisfying choices for themselves, and to understand the consequences of choices.

Program Overview

During the school year, club members are able to choose from several program areas and a variety of enrichment activities. Homework help (Power Hour) is available at all club locations Monday – Thursday. During the summer, camps are structured with specific activities. All program areas have a youth development professional for supervision. Program activities are offered in five core areas:

Character and Leadership Development: Empower youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image and good character, participate in the democratic process, and respect their own and others' cultural identities.

Education and Career Development: Enable members to become proficient in basic educational disciplines, set goals, explore careers, prepare for employment and embrace technology to achieve success in a career.

Health and Life Skills: Develop member's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults.

The Arts: Enable youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing.

Sports, Fitness and Recreation: Develop fitness, positive use of leisure time, skills for stress management, appreciation for the environment and social and interpersonal skills.

Locations of our Clubs

The Boys & Girls Clubs of Greater Conejo Valley operates clubs at the following locations:

AC Stelle Club

AC Stelle Middle School. 818-225-8406

22450 Mulholland Highway, Calabasas, Ca. 91302

Jacqueline & Albert “Bud” Marley Boys & Girls Club (2 LOCATIONS)

AE Wright Middle School. (818) 963-8070

4029 Las Virgenes Road Calabasas, Ca. 91302

Agoura Hills Calabasas Community Center

27040 Malibu Hills, Agoura Hills, Ca. 91301

Marion & John E. Anderson Youth Center

Los Cerritos Middle School, (805) 493-2917

1980 E. Avenida de Las Flores, Thousand Oaks, CA 91362

Bay Laurel Club, (818) 225-8660

Bay Laurel Elementary School

24740 Paseo Primario Calabasas CA 91302

Cal & Marje Johnston Club

Colina Middle School. (805) 449-1309

1450 E. Hillcrest Drive, Thousand Oaks, CA 91362

Rocky & Lon Morton Club

Sequoia Middle School, (805) 375-5635

2855 Borchard Rd, Newbury Park, CA 91320

John L. Notter Family Boys & Girls Club

Redwood Middle School, (805) 371-4045

233 Gainsborough Rd, Thousand Oaks, CA 91360

Dr. Richard Grossman Club

Chaparral Elementary School, (818) 224-3097

22601 Liberty Road, Calabasas, CA 91302

Linda & David Catlin Club, 818-483-6303

Lindero Middle School

5844 Larboard Lane, Agoura Hills Ca. 91301

Facilities

- All buildings have both heating and air conditioning
- The school district uses our buildings during hours the program is not operating. Other Boys & Girls Clubs programs and non-profit organizations use the buildings after 6:30 p.m. by arrangement

Equipment

Equipment for the program is provided by a variety of sources:

- Budgeted funds from the Boys & Girls Clubs general fund
- Service clubs or other local organizations
- Boys & Girls Clubs members
- Personal donations

Staffing

Qualifications

- All of our staff are CPR & First Aid Certified
 - Have passed a criminal record background check
 - Have completed additional Boys & Girls Club Training
 - The Boys & Girls Club of Greater Conejo Valley is not responsible for any staff outside of club hours.
-

Snack Shack

The middle school Boys & Girls Clubs Torch Clubs run a snack shack daily. Your child may bring money in order to buy snacks. Members are also welcome to bring their own snacks from home.

Academics

Your child's schoolteacher will probably assign homework on a regular basis. Our program plan provides

- An appropriate supervised setting
- Staff and volunteers to assist your child with questions
- A specific time scheduled for homework or quiet reading

We do not provide pencils, paper, or other supplies, so please make sure your child comes prepared. Please review the homework policy at each site.

Electronic Devices

The Club provides games and plans a variety of daily activities as part of our daily programming. If members bring any belongings from home they must be appropriate and are the sole responsibility of the member. The staff will confiscate any items that disrupt our scheduled program.

The Boys & Girls Clubs are not responsible for any lost, stolen, or damaged personal belongings.

All items left at the Club are placed in our lost and found section and held for 14 days. After 14 days, items will be put out for parents to pick up for free. Unclaimed items will then be donated to charitable organizations. Please recognize that many youth have the same belongings, backpacks and accessories, and it is virtually impossible to tell them apart without names.

Clothing

Please provide your child with casual, comfortable clothing, which will not limit their participation in activities. Select clothing, which you don't mind getting paint or grass stains on. Clothing with obscene language or depiction, drug endorsements, ethnic or sexual slurs, or in poor taste is not permitted. School dress codes are followed at the club.

Closed-toed shoes are sometimes necessary for participation in certain activities. Children must be able to run safely in the shoes provided.

Operating Days and Times

Days of Operation

Our program operates Monday through Friday during the school year. We are open on school days and local holidays and operate day camps during Winter break and Spring break. We close for traditional holidays.

Holidays the Boys & Girls Clubs are closed

The clubs will be closed for the following days:

August 20 & 21
Labor Day
Thanksgiving
Day After Thanksgiving
December 24 & 25 & 31
January 1
Presidents Day
Memorial Day
Martin Luther King Jr. Day

We will be open during Winter & Spring Break, staff development days, and other local holidays.

Hours of Operation

Our Middle School Clubs are open during these hours:

Before School Hours (CVUSD Clubs and Catlin Club only)	7:00 am to 9:00 am
Lunch Club (CVUSD Clubs and Catlin Club only)	When lunch is in session
After School	2:30 pm to 6:30 pm
Camps and Full Day Programs	7 am - 6:30 pm (Additional fees may apply).

Our Elementary School Clubs are open during these hours:

Kinder Club	Mon, Tues, Thurs, Fri School Dismissal - 3:00pm Wednesdays School Dismissal – Regular School Dismissal
After School	Mon, Tues, Thurs, Fri School Dismissal - 6:00pm Wednesdays School Dismissal - 6:00pm
Camps and Full Day Programs	8am-6pm No additional charge for after school members. Fees apply for non-after school members.

*We are open on minimum days and pupil free days. Locations TBA

Late Pick-up

If we must keep a club opened after closing for your child, we will

1. Add a late pick-up fee of \$15.00 **per member** for each 15-minute increment.
2. Call the Police Department to watch your child if we haven't heard from you by 7:30 p.m.

Occasionally, activities such as field trips will run past closing time. You will be notified of any changes in the regular schedule.

Program Fees

Basis for Program Fees

The Boys & Girls Clubs are part of a private non-profit organization made up of members who support our mission and goals. A volunteer Board determines those goals and the programs they generate. The Board establishes policies for each program, which include the individual budgets for those programs and allocation of funds to pay program costs.

Payment of Fees

Middle School Fees

Time Block	Anderson, Johnston, Morton Fees	AC Stelle Marley Fees	Catlin Fees	Notter Fees
Lunch Club	\$50	N/A	\$50	\$50
10-day Pass	\$175	\$175	\$175	\$175
Before & After	\$235	\$195	\$205	\$225

*10 day passes may only be used during the school year in which they were purchased. They are not transferable and non-refundable.

Elementary School Fees

Program	
Afternoon Club	\$330/month
30 Minute Club	\$50/month
Wednesday Club	\$50/month
Kinder Club (Annual)	4 installments totaling \$1840
Lucky Day Club**	\$220

**Lucky Day Club enrollment includes 10 day passes which may only be used during the school year in which they were purchased. They are not transferable and non-refundable.

Every child that attends any of the programs is considered a member.

All program fees are due to the Boys & Girls Clubs by the first day of each month and will be considered late if not received by the fifth day of the month. You may receive a reminder phone call or notice, but not always. Please remember that your payment is due on the 1st of every month even if you do not receive this courtesy reminder. To ensure we are available to receive your payment we recommend that you use one of the following methods to pay your fees:

- Set up an automatic bank or credit card draft
- Mail your payment (no cash please) to your child's club. Payments must be postmarked on or before the first day of the month to avoid late fees.
- Call the club between the hours of 7:30 a.m. and 6:30 p.m. Monday-Friday to pay with a Visa, or MasterCard.
- Bring your payment to the Club no later than the fifth day of the month. If payment is received after the 5th of the month a \$25 late fee will apply.
- Web Site Payment go to www.bgcconejo.org

Late Payments

Late payments to the Boys & Girls Clubs create serious problems in terms of our ability to meet the obligations we incur on your child's behalf. They also create additional costs in following up. If your payment arrives to the Club later than the 5th day of the month, we will:

- Charge a \$25 late fee per child for any payments made after the 5th of each month to cover the cost of monitoring the late payment.
- Possible removal from program

Returned Checks

Returned checks will be treated as follows:

- We will collect a \$25.00 processing fee when the check is redeemed.
- After the receipt of two or more bad checks in one year from one individual, or if a bad check has not been redeemed within 30 days of issuance, we will only accept a cashier's check, a money order, or credit card.

Enrollment

How to Enroll

You can enroll your child in the program by visiting your child's club. You can always register for any program at our website www.bgcconejo.org.

Completing Enrollment

In order to complete enrollment:

- You must complete and return the enrollment form, including health history, emergency information, and medical and transportation releases.
- You must pay the program fees in advance.

Enrollment Priority

Enrollment in our program is based on a first come, first serve basis. If we experience space shortages, we will:

1. Begin a waiting list for the club and time block that is full.
2. Begin enrolling from the top of the waiting list

Financial Assistance

A variety of financial assistance funding is available upon demonstration of need. If you would like assistance, please contact your child's Boys & Girls Club for more information visit our website www.bgcconejo.org.

Transportation

Occasionally we will need to transport members to various program locations. We take transportation safety very seriously. Our drivers are cleared through fingerprinting, background checked and maintain current licenses and our vehicles receive regular maintenance and inspections.

Arrival and Departure Routines

Checking In And Out

The Boys & Girls Clubs of Greater Conejo Valley do not run licensed programs. Members are able to check in and out of the Clubs with their membership card at any time during our normal club hours. Please review this with your child! It is the responsibility of parents to instruct their children as to whether or not they may leave the Club. The Boys & Girls Clubs recommend that youth be denied permission to come and go. The Club provides supervision inside the Club at all times and when Club staff organizes an outside activity. If you **do not** want your child to walk home or leave the program, please contact the Club Director to make arrangements to instruct child to stay until picked up. Members need to be aware of the school's policy concerning being on campus after school. Students are not allowed to "hang-out" on campus and need to come directly to the Club once school is out. Students found on campus after school will be disciplined according to school rules.

Other Important Information

Assistance with Medication

If your child needs to take medication while attending the Boys & Girls Clubs please do the following:

- Bring the medication to the club and give it to a staff member. **Do not send medication to the Boys & Girls Clubs with your child.**
- Make sure the medication is in the original container, and if a prescription, has the prescription label affixed
- Fill out the medical authorization form. You can pick these up from the Branch Director. Also include directions for administering the medicine, the time or times it should be administered, how the medicine should be stored, your permission to administer, and your signature
- Members must be responsible for reminding staff of medication times, and a staff member will assist them in the dispensing of medication.

Injuries

Safety is extremely important at the Boys & Girls Clubs. Injuries are usually minor and often the result of members not following rules or directions. If your child is injured, we will:

- Administer Band-Aids and comfort in large doses for small hurts (minor cuts, scrapes, and bumps).
- Contact you or your emergency contact if an injury, including bee stings, moderate cuts, and sprains or possible fractures, may require medical attention. You may then decide what course of action should be taken.
- In the event you cannot be reached or the nature of the injury warrants fast action, we will secure medical treatment immediately.

Illness

If your child becomes ill while at the Boys & Girls Clubs we will call you or your emergency contact if you cannot be reached. We cannot allow your child to remain in the program while ill. Please arrange to pick up your child within an hour of notification of illness.

If your child becomes ill while at school, do not request that he or she be sent to the Boys & Girls Clubs. We will not accept children who are ill into our program; this creates a danger of infecting other children and staff.

If your child is absent from school for any reason they may not attend the club that afternoon.

Head Lice

The children in our program are in close contact with one another during activities, and throughout our program day. This close proximity can result in lice being quickly and easily spread from child to child. In order to ensure that lice are not spread during an outbreak we separate any child who has lice from the rest of the children. Parents are required to pick-up their child within an hour of being notified. The child may not return to the site until all nits and louse have been removed from the hair and head. The Boys & Girls Clubs will notify the school if a child has lice and the school nurse must clear the child before they may return to school. In addition, the Boys & Girls Clubs will continue to check the child's hair to ensure that the hair is nit and louse free. Please contact the Boys & Girls Clubs immediately if your child contracts lice in order to decrease the chance of spreading.

To avoid the spread of lice we ask that children do refrain from sharing, hats, combs or brushes, and clothes.

The Boys & Girls Clubs ensure health and safety regulations are being met at all times. The Boys & Girls Clubs decrease the spread of lice by periodically checking all children's heads for lice and cleaning daily, including, vacuuming all carpets and rugs.

Club Safety Plan

Each club has a comprehensive safety plan which includes disaster preparedness and emergency procedures. Fire and emergency drills are held periodically at each club. In the event of a major emergency, such as an earthquake, chemical spill, or fire, the following procedures apply:

- Members will remain at the sites until directed to move or evacuate
- During, immediately before, and immediately after school hours, the principal of each school is in charge
- After school hours and on holidays, the Boys & Girls Clubs comes under the direction of the Club Director, who is aware of the location and enrollment of our sites at all times
- If an evacuation of any site occurs, the school district will provide bus transportation, the Red Cross will set up a shelter, and the Boys & Girls Clubs staff on duty will assist at the shelter. You will be able to get information by tuning your radio to KHAY 100.7 FM - 642-8595 (Emergency Alert Stations), KVEN 1450AM - 642-8595 (Emergency Alert Stations), KMLT 92.7FM - 497-8511, and KCLU 88.3FM - 493-3900
- A sign will be posted on the door of the club notifying parents where the children have been relocated.

Club Rules

1. Please check in and out each day when you attend the Club.
2. Respectful behavior is expected at all times, and this means following any and all directions given to you by a staff member.
3. There is no running, pushing, shoving or fighting allowed in the Club.
4. Personal belongings should be properly marked and stored. Any articles missing, lost or stolen are not the responsibility of the Club. Take home all personal belongings each day.
5. Food and drink is allowed in designated areas only.
6. There is a **strict** "No Smoking" policy at all Clubs and surrounding property. This refers to members, staff and visitors.
7. Only staff will be allowed inside offices or storage areas, unless given specific permission.

8. Be respectful towards Club equipment or furnishings at all times. (Pounding, kicking, knocking or tapping of the equipment or furnishings is not allowed.)
9. There will be no swearing or foul language allowed at any time in the Club or outside program areas.
10. The Club opens and closes promptly as posted. Please make sure you child is picked up by 6:30 p.m. at the middle school and 6:00 pm at the elementary school.
11. Any behavior that is dangerous, disruptive, disrespectful or destructive is never acceptable.

Discipline

The Boys & Girls Clubs board, staff, volunteers, and members are all committed to basic shared values including good health, citizenship, character, and leadership. We believe that these values are essential to the guidance of your child's behavior. From the first day of the program, staff work with the members to set their own site rules.

We don't believe that punishment is the best way to help children learn good behavior in a group setting. Instead, we use the following graduated approach when a child's behavior is outside the group's rules or otherwise inappropriate:

1. Reason with the member in a teachable moment.
2. Ask the member to sit a small distance away from the group and take time to calm down, and then talk about their behavior choices with a staff member. These time-outs last for a maximum of fifteen minutes.
3. Take away room use permission
4. Have the club director talk with the member and agree on a positive behavior modification plan.
5. Include the parents, member, and club director in a conference to identify additional strategies to correct problem behavior and clarify consequences of continued misbehaviors.
6. In extreme or recurring cases, the club director will determine an appropriate resolution, which usually involves temporary or permanent removal from the club. Members who demonstrate that they are a threat to themselves or others at a club must be removed from the program, even if steps 1 – 5 haven't yet been implemented, until we determine the threat no longer exists.

For Your Taxes

When you file your Federal and State Income Taxes, you are required to provide the Taxpayer I.D. Number of the childcare provider to get the childcare credit. Our **Taxpayer I.D. Number is #91-2151731**. The legal name of our Club is the Boys & Girls Clubs of Greater Conejo Valley.

Please maintain your own records of amounts paid to the Boys & Girls Clubs by keeping check registers and receipts.

Phone Numbers and Contacts

Club	Director	Phone Number
AC Stelle Club	Henry Segovia	818-225-8406
Anderson Club	Georgi Harden	805-493-2917
Los Cerritos Middle School		
Bay Laurel Club	Debbie Lizano	818-225-8660
Catlin Club	Hazciel Vidrio	818-735-9518
Lindero Canyon Middle School		
Grossman Club	Stephanie Corbett	818-224-9097
Chaparral Elementary School		
Johnston Club	Anne Lee	805-449-1309
Colina Middle School		
Marley Club	Nathan Hatia	818-963-8070
AE Wright Middle School		
Morton Club	Lisa Barron	805-375-5635
Sequoia Middle School		
Notter Family Club	Leslie Chicas	805-371-4045

Agreements

I, the parent of _____, have received a copy (or read online at www.bgcconejo.org) of the Boys & Girls Clubs Parent Handbook. I understand it is my responsibility to read the handbook, become familiar with its contents, and abide by the program requirements and parent responsibilities outlined in it.

As a parent of a member of the Boys & Girls Clubs I understand and agree to the following (please initial)

- I agree to pay my fees on or before the 1st of every month. I understand the methods of payment available, and that I must retain my own receipts.
- I agree to pay a \$25 late fee for any fee payment made after the 5th of the month.
- I understand that replacement membership cards are \$5.00 each.
- I give permission for my child to be transported to and from program areas, on field trips, and in the case of an emergency.
- I give permission for my child to walk within a mile radius of the clubhouse with a staff member for various club activities.
- I understand there will be a late fee of **\$15.00 per member** for each 15-minute increment used after 6:30 p.m. The Police Department will be asked to watch your child if we have not heard from the parent/guardian by 7:30 p.m.
- I understand the assistance with medication requirements.
- I agree to pick up my child in the event of an illness, injury or severe behavior issue within 1 hour.
- I understand and agree to follow the club rules.
- I understand that the club will periodically show movies rated PG13 or lower. PG or lower at the elementary site.
- I will be responsible for the full payment of replacement or repair of club property or equipment that has been damaged due to the actions of my child.
- I permit the Boys and Girls Clubs to use photographs or video of my child, including participating in Club activities and waive all rights for compensation
- I understand that there is no official sign-out policy and I will review and instruct my child on when and how I would like them to leave the club.
- I understand that the Boys & Girls Club of Greater Conejo Valley is not responsible for any staff outside of club duties.

The parent handbook, along with this acknowledgement, constitutes an agreement between you and the Boys & Girls Clubs of Greater Conejo Valley. If you do not understand any part of the handbook, please contact a Boys & Girls Clubs staff member so that we can assist you in clearing up any confusion.

Parent or Legal Guardian

Date

I wish to become a member of the Boys & Girls Clubs of Greater Conejo Valley. I promise to take care of my Club and its property, to allow no other person to have or use my Membership Card, and to be respectful of Club rules. If at anytime I am suspended or expelled from the Club, I will return my Membership Card.

Member Signature

Date