

2019-2020



**BOYS & GIRLS CLUBS**  
**OF GREATER CONEJO VALLEY**

**Parent Handbook**  
**2019-2020**

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## I. Introduction

### *Purpose and Goals*

The mission of the Boys & Girls Clubs of Greater Conejo Valley (BGC/GCV) 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 & 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 Boys & Girls Clubs “The Positive Place for Kids & Teens” for over 140 years.

### BOYS & GIRLS CLUBS:

- 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.
- Ensure equal access to activities for any child regardless of race, religion, ethnic culture or gender.
- 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*

Club members choose from several program areas, which activities they like. 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*

**A.C. Stelle Boys & Girls Club**

*On the Campus of A.C. Stelle Middle School*  
22450 Mulholland Highway Calabasas, CA 91302  
(818) 225-8406

**Albert “Bud” & Jacqueline Marley Boys & Girls Club**

*On the Campus of A.E. Wright Middle School*  
4029 Las Virgenes Rd. Agoura Hills, Ca. 91301  
(818) 880-2993

**Marion & John E. Anderson Youth Center**

*On the Campus of Los Cerritos Middle School*  
1980 E. Avenida de Las Flores, Thousand Oaks, CA 91362  
(805) 493-2917

**Karen & Ed Jefferson Boys & Girls Club**

*On the Campus of Bay Laurel Elementary School*  
24740 Paseo Primario Calabasas CA 91302  
(818) 225-8660

**Cal & Marje Johnston Boys & Girls Club**

*On the Campus of Colina Middle School*  
1450 E. Hillcrest Drive, Thousand Oaks, CA 91362  
(805) 449-1309

**Rocky & Lon Morton Boys & Girls Club**

*On the Campus of Sequoia Middle School*  
2855 Borchard Rd, Newbury Park, CA 91320  
(805) 375-5635

**John L. Notter Family Boys & Girls Club**

*On the Campus of Redwood Middle School*  
233 Gainsborough Rd, Thousand Oaks, CA 91360  
(805) 371-4045

**Dr. Richard Grossman Boys & Girls Club**

*On the Campus of Chaparral Elementary School*  
22601 Liberty Road, Calabasas, CA 91302  
(818) 224-3097

**Linda & David Catlin Boys & Girls Club**

*On the Campus of Lindero Canyon Middle School*  
5844 Larboard Lane, Agoura Hills CA 91301  
818-483-6303

### *Facilities*

- All buildings have both heating and air conditioning;
- The school district uses our buildings during hours the program is not operating;
- Other BGC/GCV programs and non-profit organizations use the buildings after closing time by arrangement.

### *Equipment*

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

- Budgeted funds from the BGC/GCV general fund;
- Service clubs or other local organizations;
- BGC/GCV members;
- Personal donations.

## **II. Staffing**

### *Staff Qualifications*

- CPR & First Aid Certified;
- Passed a criminal record background check;
- Completed fundamental Boys & Girls Club Training.
- Please note that the BGC/GCV is not responsible for any staff outside of club duties.

### *Snack Shack*

The BGC/GCV Middle School 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. Healthy snacks are provided free of charge.

### *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 they are the sole responsibility of the member.
- The staff will confiscate any items that disrupt our scheduled program.
- The BGC/GCV is not responsible for any lost, stolen, or damaged personal belonging.
- All items left at the Club are placed in our lost and found section and held for 14 days.
- Unclaimed items will then be donated to charitable organizations.
- Labeling your belongings is encouraged.

### *Clothing*

- Please provide your child with casual, comfortable clothing which will not limit their participation in activities;
- Select activities can stain clothes. Please plan accordingly;
- Clothing with offensive language or content is not permitted, and is subject to the discretion of the Club staff;
- Closed-toed shoes are sometimes necessary for participation in certain activities;
- Children must be able to be active safely in the shoes provided.

### III. Operating Days and Times

#### *Days of Operation*

Monday through Friday during the school year;

- Open on school days and select holidays;
- Several Clubs open for summer camp;
- Full-day camps during Winter break and Spring break at select Clubs;
- Close for select traditional and federal holidays.

#### *Closed Days at the Clubs*

- Staff Training (8/19-8/20);
- Labor Day
- Thanksgiving & Day After Thanksgiving
- Christmas Eve & Christmas
- New Year's Eve & New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Independence Day

Additional fees may apply for full day programs.

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

#### *Hours of Operation*

#### MIDDLE SCHOOL CLUB HOURS:

<b>Before School Hours (Excludes A.C. Stelle and Marley)</b>	7:00am-9:00am
<b>Lunch Club</b>	When lunch is in session
<b>After School</b>	School Dismissal -6:30pm
<b>Camps and Full Day Programs</b>	7:00am-6:30pm No additional charge for after school members. Fees apply for non-after school members.

ELEMENTARY SCHOOL CLUB HOURS:

<b>Kinder Club</b>	Mon, Tues, Thurs, Fri 1:15pm-3:00pm Wednesdays 11:30am-3:00pm
<b>After School</b>	Mon, Tues, Thurs, Fri School Dismissal - 6:00pm Wednesdays School Dismissal - 6:00pm
<b>Camps and Full Day Programs</b>	8:00am-6:00pm No additional charge for after school members. Fees apply for non-after school members.

We are open on minimum days and pupil free days at select Club locations. Locations to be determined.

*Late Pick-up*

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

- Add a late pick-up fee of \$15.00 per member for each 15-minute increment used after closing time.
- Ask the Thousand Oaks Police Department to watch your child if we have not heard from you by 7:30 p.m.

Occasional activities will run past closing time. You will be notified of any changes in the regular schedule.

## IV. Program Fees

### *Basis for Program Fees*

The BGCVCV is 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:

<b>Club Locations</b>	<b>Anderson Johnston Morton Notter Catlin</b>	<b>A.C. Stelle Marley</b>
Lunch Club	\$50/ annually	\$50/ annually
10-day Pass	\$175	\$175
Before & After	\$240	\$200

\*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:

<b>Program</b>	<b>Fees</b>
Afternoon Club	\$330/month
30 Minute Club	\$50/month
Wednesday Club	\$50/month
Kinder Club (Annual)	4 installments totaling \$1850
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.



**FEE INFORMATION:**

- Every child that attends any of the programs is considered a member;
- All program fees are due to the BGCGCV by the first day of each month and will be considered late if not received by the fifth day of the month;
- It is the responsibility of the parent to ensure payment is collected in a timely manner.

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 during operating hours 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 fifth of the month, a \$25 late fee will apply;
- Pay online at: [www.bgcconejo.org](http://www.bgcconejo.org)

*Late Payments*

Late payments to the BGC/GCV create serious problems in terms of our ability to meet the financial obligations we incur on your child's behalf. They also create additional administrative costs. If your payment arrives to the Club later than the fifth day of the month, we:

- Will charge a \$25 late fee per child for any payments made after the fifth of each month to cover the cost of monitoring the late payment;
- Reserve the right to remove your child from our 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.

## **V. 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](http://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:

- Begin a waiting list for the Club and time block that is full;
- Begin enrolling from the top of the waiting list.

### *Financial Assistance*

Financial assistance is available upon demonstration of need. If you would like assistance, please contact your child's Club for more information or visit our website at [www.bgcconejo.org](http://www.bgcconejo.org).

## **IV. Transportation**

### *Transportation Equipment*

Occasionally, we will need to transport members to various program locations. We take transportation safety very seriously. Our drivers are licensed, fingerprinted and background checked, and our vehicles receive regular maintenance and inspection.

## VII. Signing Children In and Out

### *Checking In and Out*

- Members are able to check in and out of the Clubs 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 BGC/GCV recommends 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.

## VIII. 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 Club 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 important at the BGC/GCV. If your child is injured, we will:

- Administer First-aid for minor injuries;
- 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 or advise what course of action should be taken;
- In the event you or your emergency contact 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 Club, 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 Club. 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 Club until all nits and louse have been removed from the hair and head. The BGC/GCV 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 BGC/GCV will continue to check the child's hair to ensure that the hair is nit and louse free. Please contact your Club 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, brushes, and clothes.

The BGC/GCV ensures health and safety regulations are being met at all times. The BGC/GCV decreases the spread of lice by periodically checking all children's heads for lice and cleaning daily, including, vacuuming all carpets and rugs.

### *Disaster Plan*

The BGC/GCV participates in the City of Thousand Oaks Emergency Operations Plan. In the event of a major emergency, such as an earthquake, chemical spill, or fire, the following procedures apply:

- Members will remain at the Club 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 Club comes under the direction of the Club Director, who is always aware of the location and enrollment of our Club members.
- If an evacuation of any Club occurs, the school district will provide bus transportation, the Red Cross will set up a shelter, and the BGC/GCV 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*

- Members must check in and out each day when attending the Club.
- Respectful behavior is expected at all times, and this means following any and all directions given to you by a staff member.
- There is no running, pushing, shoving or fighting allowed in the Club.
- Personal belongings should be properly marked and stored. Any articles missing, lost or stolen are not the responsibility of the BGC/GCV. Take home all personal belongings each day.
- Food and drink is allowed in designated areas only.
- There is a strict “No Smoking” policy at all Clubs and surrounding property. This refers to members, staff and visitors.
- Only staff will be allowed inside offices or storage areas, unless given specific permission.
- Be respectful towards Club equipment or furnishings always. Pounding, kicking, knocking or tapping of the equipment or furnishings is not allowed.
- There will be no swearing or foul language allowed at any time in the Club or outside program areas.
- The Club opens and closes promptly as posted. Please make sure your child is picked up by 6:30pm at the middle school and 6:00pm at the elementary school.
- Any behavior that is dangerous, disruptive, disrespectful or destructive is never acceptable.

## *Discipline*

The BGC/GCV’s 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.

We do not 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:

- Reason with the member in a teachable moment.
- 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.
- Take away room use permission.
- Have the club director talk with the member and agree on a positive behavior modification plan.
- Include the parents, member, and club director in a conference to identify additional strategies to correct problem behavior and clarify consequences of continued misbehaviors.
- 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 previous approaches have not 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 (BGC/GCV).

Please maintain your own records of amounts paid to the BGC/GCV by keeping check registers and receipts.

**IX. Phone Numbers and Contacts**

<b>Club</b>	<b>Phone Number</b>	<b>Club Director</b>
AC Stelle Club	818-225-8406	Henry Segovia
Anderson Youth Center/Los Cerritos	805-493-2917	Georgi Harden
Catlin Club/ Lindero Canyon	818-735-9518	Andrew Lorenzo
Grossman Club/ Chaparral	818-224-3097	Stephanie Corbett
Jefferson Club / Bay Laurel	818- 225-8660	Debbie Lizano
Johnston Club/ Colina	805-449-1309	Anne Lee
Marley Club / AE Wright	818-880-2993	Nathan Hatia
Morton Club/ Sequoia	805-375-5635	Lisa Barron
Notter Club/ Redwood	805-371-4045	Leslie Chicas

## X. Parent Handbook Agreement

I, the parent of \_\_\_\_\_, have received a copy (or read online at [www.bgcconejo.org](http://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 first 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 fifth of the month.
- \_\_\_ 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 agree to pick up my child before the Club closes.
- \_\_\_ 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 Clubs.
- \_\_\_ 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.

*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, and to be respectful of Club rules.*

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date