

Parent Handbook



**BOYS & GIRLS CLUB
OF SIMI VALLEY**

**2850 Lemon Drive
Simi Valley CA 93063
Phone (805) 527-4437
Fax (805) 527-4516**

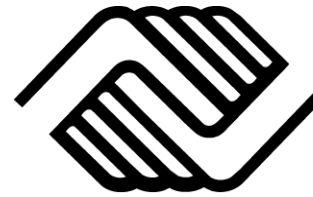
Website – bgcsimi.com

Email – bgcofsv@bgcsimi.com



Mission Statement

The mission of the Boys & Girls Club of Simi Valley is to provide a year-round, positive, safe, healthy, fun and educational environment that prepares our youth to become responsible, caring individuals.



**BOYS & GIRLS CLUB
OF SIMI VALLEY**

Dear Parent/Guardian,

WELCOME to the BOYS & GIRLS CLUB OF SIMI VALLEY!

We look forward to a wonderful year with your child. Whether a returning or new member, we think you'll find our program challenging and creative. Our goal is to offer positive ways your child can grow, socialize, learn and enjoy life.

This Parent Information Handbook packet is to update you on current information. Please take the time to read this information and review the relevant sections with your child. We don't want your child disappointed and left out of an activity, but we need to have a "safety first" policy. Help us save tears and disappointment by becoming informed on Club operation and complying with the requirements.

Please sign and return the Parent Commitment Form located at the back of this handbook.

Also, be sure to browse our website at www.bgcsimi.com for further information on our programs and services.

Thank you for selecting the Boys & Girls Club of Simi Valley! We appreciate your confidence in our organization and will work hard to provide a top quality programs.

Sincerely,

Virginia Hayward
Chief Executive Officer

PARENT COMMITMENT FORM

_____ *I have read the transportation information and will comply with the requirements.*

_____ *I understand if I am a parent of a new member, that I am required to attend an orientation within 30 days of registering my child.*

_____ *I understand that if I do not follow through with the items noted in this handbook that it may cause my child to be removed from Club membership.*

_____ *I have read the Parent Handbook Packet and will cooperate with the requested items.*

Child's Name _____

Parent's Name: _____

Parent's Signature: _____

Date: _____

V. PROGRAM OVERVIEW

The activities are arranged in a “cafeteria” or “pick and choose” style. Club members choose from several program areas, which activities they like. All areas have a STAFF leader and programs are carried out with attention to friendship, ages, appropriateness, and skill levels. Program activities are offered in five core areas:

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

Education and Career Development: Enables youth to become proficient in basic educational disciplines apply learning to everyday situations and embrace technology to optimize employability.

Health and Life Skills: Develops young people’s capacity to engage in positive behaviors that nurture their own well-being, set personal goals and develop the competencies to live successfully as self-sufficient adults.

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

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

I. RULES OF THE ROAD

SIGN IN & OUT POLICY

Upon picking your child up at the facility, you are required to sign-out your child at the front desk and show your I.D. We are responsible for the safe and proper use of the facility and are obligated to create an environment in which our participants behave appropriately.

CLUB MEMBERSHIP

Membership is for youth ages 6 – 17 (1st grade and up) only and is based upon the calendar year. **Annual membership is renewed in January for all members. Membership is \$15 per calendar year. Teen membership for age 12 – 17 is \$12 per calendar year.** *Membership fee is non-refundable.* All programs require Club membership prior to registration. Please insure that your child’s membership application has current information, especially concerning emergency and daytime phone numbers. A photo membership card will be issued to each child.

PARENT ORIENTATION

One parent from each family is required to do the online parent orientation before registering your child at the club. The website address is bgcsimi.com. You will be required to print the Parent commitment form with the code number on it and bring it into the office in order to register.

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. All pants must have a belt and be snug at the waist. No hats, beanies, or gang attire. Closed-toes shoes are necessary, no thongs or sandals please. Children must be able to run safely in the shoes provided.

II. AGENCY OVERVIEW

The mission of the Boys & Girls Club of Simi Valley is to provide a positive, safe, healthy and fun environment that empowers youth to become responsible individuals and citizens of tomorrow.

As a member of the Boys & Girls Club 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**” for over 130 years.

BOYS & GIRLS CLUB

- **Are for boys and girls...** clubs 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.
- **Require no proof of good character...** we help guide children of good character, those in danger of acquiring , or who have already acquired unacceptable habits and attitudes
- **Are affordable...** dues and fees are kept low so all can afford to belong, scholarships are also available.
- **Are for boys and girls...** insuring 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.
- **All members... must be signed in and out of the facility.**
- **Have a varied and diversified program...** that recognizes and responds to the needs of children with differing abilities and interests.
- **Are guidance oriented...** assisting children to learn to make appropriate and satisfying choices for themselves and to understand the consequences of choices.

SECURITY OF POSSESSIONS The Club is not responsible for personal possessions brought here. Please keep them to a minimum. **We have a limited number of lockers in the Activity Center available for a rental fee of \$25.00 for the entire school year, \$20.00 for the summertime.** These are available for check out at the front desk. All lockers are provided with a combination or key lock.

ALL PERSONAL ITEMS BROUGHT FROM HOME, SUCH AS ELECTRONIC ITEMS OR BACKPACKS, MUST HAVE THE OWNER'S NAME PERMANENTLY WRITTEN ON IT! THE CLUB IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

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. Backpacks with combination, key locks or suitcase locks are a good investment since locker space is limited. Please recognize that many children have the same toys, backpacks and accessories, and it is virtually impossible to tell them apart without names. The Club cannot hold personal items at the front counter (i.e. sports bags, overnight bags, school fundraising items or electronics of any kind etc.) and does not assume liability for such items.

CELL PHONES

Club members may use their cell phones for phone calls and texts to family members and friends, but may not utilize them for internet, videos, photos, games, apps, etc. Please review this with your child(ren). The Boys & Girls Club is not responsible for any lost, stolen, or damaged personal cell phone or electronic portable device brought to the Club.

MONTHLY FEE

A \$100.00 per month fee is required to participate in our After School Club. This allows your child to participate in all our regular after school programs. If your child attends less than 5 days per month no fee will be required. Also, the fee is not required if your child is using our van transportation program. This payment is due on the 1st of the

TRANSPORTATION FEES

Please call the office at (805) 527-4437 for current transportation fees. Payment is due for van transportation prior to the month. In the event payment has not been made by the fifth of the month A LATE FEE will be assessed. If your child is not at the van pickup location, misses the van and a return to school trip is necessary an additional fee will be assessed (excludes field trips). Your club member will be dropped from the transportation program and may lose their place on the vans to someone on the waiting list if payment is not received. Any outstanding fees that are due must still be paid.

REFUNDS ON TRANSPORTATION FEES

The Club cannot give refunds for days missed. Your fees pay for direct operating costs of staff, maintenance and transportation. When you enroll, you are reserving space for your child whether he/she attends or not this includes sick and vacation days.

TERMINATION OF VAN SERVICE

A written two-week advance notice is required when discontinuing van service, and you will be responsible for fees incurred during this two-week period. This notice must be in writing and turned in to the office. **If your child stops riding the van without a written 2 week advance notice, you will be charged for van fees for the following two weeks.**

ABSENCES FROM ROUTES

Please call the Boys and Girls Club office before 11:00 a.m. on the day that your child does not need pick-up at school. We need to know where your child is every day for their safety and accountability. If your child is not at the pick-up point at the designated time, the Boys & Girls Club does not assume responsibility for your child's welfare.

EMERGENCY

In case of disaster/emergencies during the school day, the Boys & Girls Club will not be responsible for transportation that day. If the same occurs while children are at the Boys & Girls Club, responsibility will be assumed until parents or a responsible person

comes for them. In the event of an electrical outage, call 527-4516 or 520-3597.

PLACE & TIME FOR PICK-UP

The pick-up place at each school is in the front, usually near a flagpole or other landmark. Check with the office for the specific location of your school. Children need to watch for the van and to wait in the designated pick up spot so that the van can maintain its scheduled route. **Drivers will only wait for 5 to 7 minutes after each school's dismissal time.** Also, due to the similar release times of many schools, your child may wait UP TO 30 MINUTES for the van to arrive. Please discuss this with your school to insure they understand this and will allow your child to remain on the school grounds after school closes. Children not at the assigned location when the van arrives are not the responsibility of the Club.

REASONS FOR CHILD NOT PICKED UP

(1) The child is not at appointed spot for pick-up (i.e. kept after school by teacher or friend), (2) A relative, friend, or neighbors picks up your child and doesn't notify parent, school or the Club. (3) The child walks to the Club, to a friend's house or another location. (5) After school activities (i.e. field trips, detention, book fair) (6) Payment not received prior to pick-up. In any of these instances, you will be required to arrange transportation other than through the Club for that day. We cannot make return trips to pick up your child. If you cannot pick up your child and we need to return to the school an additional pick up fee of \$20.00 will be charged.

FIELD TRIPS

A permission slip and pre-payment are required for a member to participate. PLEASE TURN IN YOUR SLIP IN ADVANCE WITH YOUR PAYMENT. ALL MEMBERS NEED TO BE SIGNED UP BY 6:00 P.M. TWO BUSINESS DAYS BEFORE THE TRIP. Without a signed and current permission slip for the specific activity, the member will not be allowed to participate (notes sent by parents are not acceptable). **During the summer months, all members are required to wear the Club t-shirt on all field trips otherwise they will not be able to participate. No loaner shirts will be provided.**

SPECIAL DAYS, SEASONAL BREAKS

On most school holidays we offer full-day programs for your member. Your member must be pre-registered and payment made in advance to participate. During the school year, the fees for full-time, 7:00 a.m. – 6:30 p.m. (staff development days, holidays, etc.) are \$25.00 per day. If your child participates in a full day program, you will be responsible for all fees incurred. Please remember that there are no refunds, credits or transfers.

There is a separate orientation and registration procedure for Summer Club, if you have not already attended a summer orientation. Sign-ups will begin Mid-April, Please verify exact date with the office as Spring approaches.

PICK-UP/LATE FEE

The Club closes promptly at 6:00 p.m. everyday. Parents must pick-up children by 6:00 p.m. **After 6:10 p.m., a \$1.00 per minute late fee will be charged and must be paid upon pick-up of the child. On Holiday's & Full days pick up is 6:30pm and a \$1.00 per minute late fee will be charged.** If parents cannot be contacted by 7:00 p.m., children will be turned over to the local authorities. Occasionally, activities such as field trips will run past 6:00 p.m. You will be notified of any changes in the regular schedule.

The front of the building is not a pick-up area. Children are not allowed to wait for parents to pick them up in front of the building. **PLEASE PICK-UP YOUR CHILD INSIDE THE BUILDING.**

III. TRANSPORTATION PROGRAM

Any child signed up for transportation will be transported from school to the Club, stopping only for other children at other school sites. The Club currently offers transportation service to all public elementary and middle schools in Simi Valley.

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ALL FIELD TRIPS HAVE A LIMITED CAPACITY so everyone will not be able to participate in everything. Permission slips and

payment must be turned in to reserve space. **MEMBERS ARE SIGNED UP ON A FIRST COME FIRST SERVE BASIS.** There are no refunds, transfers, or credits for missed field trips or if you are late dropping them off. When a field trip is filled to capacity, your child may be placed on a waiting list. If any cancellations occur, names will be taken off the waiting list in the order received. If your child is on the waiting list, and does not get to attend the trip because it is full you will be **credited** the full amount of the trip.

Field trips may be limited by skills or maturity. The staff reserves the right to eliminate a child from a field trip based on disciplinary reasons. Should this occur, there are no refunds, credits or transfers. If you are late dropping your child off for a field trip you will not be able to take them to the designated site (field trip) and there will be no refund, transfer or credit.

MONEY

The Club is not responsible for member's money. The general store is the only place to spend money at the Club. Please send only minimal cash with children. **You will not be reimbursed for lost or stolen money.**

DISCIPLINE

The Boys & Girls Club of Simi Valley has only two major rules (1) RESPECT OTHERS, and (2) RESPECT PROPERTY. During the day to day operation of our programming, there are some occasions when members must be disciplined. The following is the Club's procedure: A point system has been established for violations of Club rules:

1 point - misuse of equipment, running in the Clubhouse, littering, being in an unauthorized area without a staff member, interfering with other member's activities, yelling.

2 points - rough-housing, foul language, eating in Clubhouse, disrespect to other members of staff, riding wheeled vehicles.

3 points - fighting,

4 points - stealing.

When a member has accumulated 5 points the parents are notified. When a member has accumulated 10 points the Program Director notifies parents and a one-week suspension may be given. When a member has accumulated 15 points, expulsion from the Club may be necessary.

The Club may suspend or expel any member immediately for behavior that is judged extremely inappropriate. If your child is suspended or expelled, parents are required to pick-up the child right away, if child is not picked up right away an extra day of suspension applies. The Club has a zero tolerance policy with biting, spitting, harassment and racial slurs.

Since the Club makes every effort for members to enjoy themselves, we feel the above steps give members, staff and parent's the opportunity to assist in the success of our programs. If, for any reason, a parent feels that a situation has NOT been handled properly, they are urged to call the Program Director immediately. We seek your input and involvement in our program

CRAZY CASH

In order to encourage positive behavior, each Club member is able to earn Crazy Cash. The "funny money" is given for positive participation in activities. Accumulated cash can be spent throughout the month on designated activities or month-end at the Boys & Girls Club auction.

PRESCRIPTION MEDICATION

Please leave all medications at the front desk and ask your child to come to the desk to take the medication. *An Authorization to Administer Medication form must be filled out by a parent and doctor before staff can facilitate your child taking their medication. All medication must be clearly marked with member's name. Members are not allowed to carry medication on them.*

REMINDER

The Boys & Girls Club assumes no responsibility for non-payments for service, or children not at pick-up location. Failure of the above forfeits all enrollments in the pick-up program. Please call the Van Transportation Coordinator for information, clarification or assistance at 527-4437. Your cooperation will assist our effort tremendously.

IV. DISASTER PLAN

In the event of a major disaster, the health and safety of each child is our primary concern. We have prepared a plan of action to insure that each child will be safe and comfortable for an extended period of time. Parents that work in an area outside of Simi Valley must have someone on the emergency list that resides in Simi that would be able to pick up your child at the Club. The emergency phone lines at the Club are 527-4516 or 520-3597.

PARENT COMMITMENT FORM

- _____ I have read the transportation information and will comply with the requirements.
- _____ I understand if I am a parent of a new member, that I am required to attend an orientation within 30 days of registering my child.
- _____ I understand that if I do not follow through with the items noted in this handbook that it may cause my child to be removed from Club membership.
- _____ I have read the Parent Handbook Packet and will cooperate with the requested items.

Child's Name _____

Parent's Name: _____

Parent's Signature: _____

Date: _____