



BOYS & GIRLS CLUB
OF THE FOOTHILLS

Parent/Guardian
Handbook

Welcome

Congratulations on becoming a member of Boys & Girls Club of the Foothills! We would like to welcome you to the Club and inform you of the many things we have to offer. The key ingredients at Boys & Girls Club of the Foothills (BGCF or “Club”) are parent/guardian and member involvement, staff, community support and Board involvement. BGCF has professional staff and volunteers. Staff members are trained and kept up-to-date with the needs, interests and changing trends of today’s youth. Staff members attend workshops, seminars and trainings offered locally and by Boys & Girls Clubs of America. The following information will highlight the programs we have to offer and explain the policies of our organization. Feel free to contact us at (626) 305-5353 for additional information.

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Club Mission & Purpose

Boys & Girls Club of the Foothills is a certified 501(c)(3) non-profit youth development agency serving youth ages 4-18. For more information about our status and our IRS Letter of Determination, please call the Club at 626-305-5353.

The Mission of Boys & Girls Club of the Foothills (BGCF) is to enable all young people to reach their full potential as productive, caring, and responsible members of the community.

A Boys & Girls Club provides:

- A safe, positive environment
- Access to fun and a sense of belonging
- Access to supportive relationships
- Meaningful opportunities and expectations
- Formal and informal recognition

With the infrastructure and proven programming of Boys & Girls Clubs of America behind us, we offer daily access to a broad range of programs in five areas:

1. Character and Leadership Development
2. Education and Career Development
3. Health and Life Skills
4. Sports, Fitness and Recreation
5. Arts and Creative Skills

Core Values:

- **INTEGRITY:** We are authentic, honest, and transparent. We strive to do the right thing.
- **COMMUNITY:** We believe being known, valued, and supported is essential to fulfilling our mission. We create an environment where individuals are seen and acknowledged for their unique contributions, fostering a sense of worth and significance.
- **RESPECT:** We uphold an unwavering commitment to treat others with kindness, dignity, and appreciation. We support our staff, volunteers and the youth we serve by creating a space where every voice is heard and valued.
- **EXCELLENCE:** We excel in safety and service delivery, rigorously measure impact, embrace a spirit of innovation and creativity, and work to continuously improve ourselves and our organization.
- Our carefully designed programs are tailored to empower young individuals from diverse backgrounds, fostering essential qualities for overcoming challenges, instilling a sense of responsibility, and cultivating their emergence as influential leaders.

Great Futures Start Here!

Site Information

Boys & Girls Club of the Foothills Administrative Office

600 S. Shamrock Avenue, Monrovia

Monday - Friday, 9:00 am - 6:00 pm

(626) 305-5353

www.foothillsbgc.org

info@foothillsbgc.org

Mayflower Elementary School

TK-6th grade (Mayflower Students Only)

210 N. Mayflower Ave, Monrovia, CA 91016.

Phone: 626-873-3786

Mary Wilcox Teen Center (Teen Center)

6th-12th grade- 843 East Olive Ave, Monrovia, CA 91016.

Phone: 626-873-3612

Bradoaks Elementary School

TK-6th grade (Bradoaks Students Only)

930 E Lemon Ave, Monrovia, CA 91016

Phone: 626-905-1538

Monroe Elementary School

TK-6th grade (Monroe Students Only)

402 W Colorado Blvd, Monrovia, CA 91016

Phone: 626-781-3740

Plymouth Elementary School

TK-6th grade (Plymouth Students Only)

1300 Boley St, Monrovia, CA 91016

Phone: 626-763-4655

Wildrose Elementary School

TK-6th grade (Wildrose Students Only)

232 Jasmine Ave, Monrovia, CA 91016

Phone: 626-781-5916

The Club observes and will be **closed** on the following holidays:

New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve

Observances are subject to change

Membership

School Year Membership is open to children/teens entering Transitional Kindergarten through 12th grade (TK membership is available at school sites that offer a TK program). Summer Membership is open to children/teens entering Kindergarten through 12th grade. New children entering Transitional Kindergarten may enroll for the school year but are not eligible to attend during the summer program.

Families must submit a membership application to enroll. A limited number of free enrollment spots are available for MUSD students. Priority is given based on state-funded program guidelines. After priority enrollment is complete, remaining free spots are offered to other MUSD students based on application timing.

Once all free enrollment spots are filled, additional enrollment will be offered on a fee-based basis, as space allows. Financial assistance is available for families based on household income. Eligibility will be verified and reviewed annually.

Boys & Girls Club of the Foothills reserves the right to refuse service to anyone for any reason at any time.

Membership Application Process:

Before becoming a member of Boys & Girls Club of the Foothills, the following steps will be taken:

- A parent or guardian must submit a membership application through the BGCF Parent Portal for each youth under 18 who is enrolling or renewing membership.
 - It is the parent or guardian's responsibility to keep all information up to date and notify the Club of any changes.
- Once this application is submitted parents will receive an email confirming their application was submitted, this is not a confirmation of enrollment,
 - (If applicable) Parents will also receive following emails on how to submit required documentation ex: financial scholarship paperwork, custody paperwork ect.
 - Application is NOT complete until these documents are received.
- Enrollment confirmation will be sent by email within 2 -3 weeks of submission, parents/guardians will have 72 hours to pay the enrollment fee and confirm enrollment acceptance.
- A credit or debit card on file is required before membership is accepted.

Afterschool Attendance and Early Release Policy

Boys and Girls Club of the Foothills operates its afterschool program in partnership with the Monrovia Unified School District through the Expanded Learning Opportunities Program. This program is funded by

the State of California and is governed by California Education Code Article 22.5, Sections 8482 through 8484.65.

Under these state requirements, afterschool programs must provide consistent daily attendance, supervision, and enrichment opportunities for enrolled students. In order to remain in compliance with state funding guidelines, the following attendance and early release policies apply to all participants.

Attendance Requirements

Students enrolled in the BGCF afterschool program are expected to:

- Attend an average of five days per week
- Remain in the program through 5:30 PM on average

While occasional absences or early pick ups may occur, consistent participation is required due to the publicly funded nature of this program. Families who are unable to meet the five day attendance expectation or remain in the program through 5:30 PM on average may be subject to unenrollment so that the space may be offered to another student in need of consistent afterschool care.

Members who do not regularly attend the program may lose their spot in the afterschool program. If a student demonstrates extended or repeated lack of attendance, BGCF may contact families to confirm continued interest in the program. If communication is not received from the parent or guardian within the specified timeframe, BGCF will assume the family no longer intends to participate and the student's spot will be offered to another family on the waitlist.

These requirements are necessary to ensure compliance with state grant funding and to allow BGCF to continue offering the program at no cost or at a greatly reduced cost to families.

Early Release Policy

In accordance with California Education Code Section 8483, Boys and Girls Club of the Foothills permits early release on an occasional basis for approved reasons such as tutoring, sports, or other enrichment activities that occur before 5:30 PM.

When an early pick up is required:

- Families must complete the online Early Release Form at the time of pick up
- A tablet will be available at the Front Desk to access the form
- Members will not be called for pick up until the Early Release Form has been completed

Recurring Early Release and Documentation

If early pick ups become frequent or recurring, families may be required to submit documentation in order to remain enrolled. Acceptable documentation may include, but is not limited to, a tutoring schedule, sports schedule, or other recurring commitment documentation.

Failure to provide required documentation or continued inability to meet attendance requirements may result in unenrollment. This process supports compliance with state grant requirements and ensures safety, accountability, and equitable access for all BGCF members.

Safety and Supervision Policy

Boys & Girls Club of the Foothills is dedicated to safeguarding the well-being of all children participating in our programs. However, we acknowledge that our staffing capacity has limitations when it comes to providing “one-on-one” or customized supervision. Our commitment to safety means that we strive to maintain a safe and supportive environment for all participants. We implement rigorous safety protocols and provide training to our staff to ensure the welfare of the children entrusted to our care.

Despite our rigorous protocols and in-depth training, there are scenarios in which we do not have the resources or infrastructure to provide the necessary, individualized support a student may need if a student poses a potential safety hazard to themselves or others. In such cases, regrettably, we are unable to accommodate their inclusion in our program. This decision is made with the utmost consideration for the safety and well-being of all children involved. While we have a high commitment to inclusivity, we must prioritize the overall safety of our participants and staff.

We encourage open communication with parents or guardians regarding any concerns or special requirements their child may have. Our staff is available to provide guidance and support in exploring alternative options that may better meet the needs of the child.

We gladly welcome “aides” at our Club sites, provided they have undergone a background check and completed mandatory BGCF training. This ensures a safe and supportive environment for all our members.

Liability Release Information

Participation in Boys & Girls Club of the Foothills programs involves inherent risks. As part of the registration process, parents/guardians are required to sign a Release of Liability and Covenant Not to Sue, which includes assumption of risk, medical authorization, and other important terms. That signed agreement governs all liability-related matters and supersedes any summary provided in this handbook.

Parent/Guardian Involvement

Upon registering your child as a member, you become a part of the BGCF family as well. Families are an important part of Boys & Girls Club of the Foothills, too! Feedback, volunteering and “Family” nights are ways in which parents/guardians can get involved in creating the best possible experience at the Club for all members.

Volunteering/Donations

In order for there to be little to no barriers to families who need the Club, BGCF keeps our fees far below market rate and offers generous scholarships to anyone who needs them. No one is turned away from BGCF due to financial restraints. For those families who do not require financial assistance, we ask you to help us make up the difference between fees and actual cost by making a monthly, tax-deductible donation to BGCF. If you are unable to donate personally, you can volunteer at fundraising events and/or approach your employer or another business to donate on your behalf. Most other programs in the area have a required fundraising or donation expectation on top of their program fees. Any help you can provide is greatly appreciated, and will go far to support the kids in our care. Donation and/or volunteer opportunities will be discussed with all families during enrollment.

Check In/Check Out Policy

It is the parent’s or guardian’s responsibility to check your child in and out of the Club (see Safe Passage Policy below for exceptions). BGCF asks that all parents/guardians assist us in tracking all members by making sure your child has the membership card each time they check into the Club. Please do not honk in front of the Club or call the front desk to send for your child(ren) when you pick them up at the end of the day. It is the parent’s/guardian’s responsibility to collect any newsletters, flyers or memos about Club news at the site’s “front desk.” BGCF is not held responsible for any information made available on a daily basis and not received by the parent/guardian.

Court Orders

The Club requires that any current court orders regarding custody/restraining orders be submitted to your site’s Membership Coordinator, Site Director or the Club’s Administrative Office (600 S. Shamrock Ave. Monrovia) and that the parent/guardian inform the Club immediately of any changes in the order. This allows the Club to ensure every child is picked up by the appropriate individual.

Club Rules & Policies

- Respect yourself and others.
- Follow directions immediately when instructed.
- No cursing.
- No fighting or rough play.
- No “put downs” or bullying.

- Take care of Club equipment and keep the Club clean.
- Be honest.
- No stealing.
- Falsely setting off the fire alarm or security alarm is not tolerated. Anyone intentionally setting off alarms will automatically be suspended for one month, and the parent/guardian of the child will be held responsible for paying the related fees.
- Members must bring their membership cards daily.
- All visitors, parents/guardians and volunteers must sign in before entering the building.
- Members can only be picked up by a parent/guardian or approved family members and friends.

Safe Passage Policy

In the interest of your child's safety, Boys & Girls Club of the Foothills have adopted our Safe Passage Policy.

- Members must check in and out of the Club each day they attend.
- Members under the age of 12 must be retrieved by a parent/guardian or other authorized adult (PGA). PGA's are required to enter the facility and sign their child out. Picture ID will be required.
- Members age 12 and older may leave the Club unescorted with prior written permission from a parent or legal guardian and a signed release of liability.
- Members 12 and older may also escort other members of their household from the Club with prior written permission and a signed release of liability.
- No member, regardless of age, will be allowed to return to the Club once they leave the premises for the day.
- If an individual attempts to pick up a child and appears to be under the influence of alcohol or drugs (determined by a staff member), an alternate authorized individual will be contacted to pick up the child. If the individual insists that the child be released, the local police will be immediately contacted.
- Members who leave unescorted without written permission will face disciplinary actions up to and including suspension and termination of membership.
- Boys & Girls Club of the Foothills, by law, is not allowed to physically restrain a member that insists on leaving the Club facility, nor block the facility's exits. Therefore it is the responsibility of parents/guardians to discuss this Policy with their children and ensure that they do not leave the Club unescorted and/or without permission. The Club will not accept responsibility for members that leave the Club unsupervised and in breach of this policy.

The Boys & Girls Club of the Foothills recognizes that unique circumstances may arise. Therefore, exceptions to this Safe Passage Policy may be granted on a case-by-case basis. All requests for exceptions must be submitted in writing to Club leadership for review and require explicit written approval.

Loitering

To ensure the safety of our members, the Club does not allow members to congregate and loiter around Club facilities and adjacent properties. Parents/guardians are asked to instruct their children to participate in activities at the Club or go elsewhere, but not to loiter. Repeat offenders will be suspended or terminated from the program.

Late Policy

The Club opens and closes promptly as posted. Parents/guardians who are late picking up their child(ren) will be charged \$1.00 per child for each minute late. Beginning with the sixth late pickup during the school year, parents/guardians will be charged \$15 per child per minute. Late fees will continue to accrue until the child is picked up. Parents/guardians, emergency contacts, and/or those listed as authorized pick-ups will be called to pick up children remaining at the Club at closing. Any children remaining at the Club one hour after closing will be taken to the Police Department. Repeated violations of the late pickup policy or failure to pay late fees may result in suspension or dismissal from the program.

Telephone Calls

The phones at the Club are available to reach members for emergencies only.

Dress Code

Clothing with symbols and/or messages promoting drugs, sex, violence, profanity, slurs, non-inclusive messages/symbols or gangs is not permitted at the Club. All members should wear closed-toe tennis shoes or sneakers at the Club. Clothing that is appropriate for the school campus and within the school district guidelines is generally acceptable at BGCF.

For water days or field trips, we recommend that members wear swimwear that is comfortable and secure for active water play. Swim shirts or rash guards are encouraged for sun protection. Please avoid clothing that may slip or cause discomfort during play. For safety, all members will be required to wear a swim shirt or rash guard for slip and slides or water slides.

Personal Belongings

I understand and agree that BGCF is not responsible for my child(ren)'s lost, stolen or damaged items that were brought to the Club. This includes but is not limited to: cell phones and other electronic devices, toys, clothing, lunch boxes, backpacks, schoolwork, etc.

Lost & Found

Personal belongings should be properly marked and stored in cubbies or book bags. In many cases, there will not be enough available cubbies for each child to have their own and cubbies will be shared. Any articles lost or stolen are not the responsibility of the Club. Members should take home all projects and

personal belongings each day. Lost & Found items are collected and kept for two weeks. All unclaimed items will be taken to a local thrift store.

Club Supplies & Equipment

Parents/Guardians will be held financially responsible for any Club equipment, supplies or property that is purposely damaged or destroyed by their child.

Health Policy

It is important that every parent/guardian cooperates with the Health Policy. These procedures are designed to protect the well-being of all members.

If a member becomes ill at the Club, s/he must be picked up within an hour after contact has been made with the parent/guardian. Please do not bring a sick child to the Club. Boys & Girls Club of the Foothills is not a day care facility and is not equipped with an area to isolate or take care of ill members. Please do not send your child to the Club if they have the following symptoms: fever or chills, persistent congestion or cough, sore throat, swollen glands, earache, nausea, vomiting, skin rashes, inflamed eyes, pinkeye, head lice or diarrhea. This is not an exhaustive list and we encourage you to keep your child at home under your own discretion if they appear sick in any way.

At least two staff members at each site are trained in First Aid & CPR. Parents/Guardians will be notified if their child has had an accident. In case of a minor accident requiring attention, BGCF will apply proper first aid. If the accident requires, emergency personnel will be notified. If a child requires an ambulance, a staff person will accompany the child and will wait with the child until parents arrive at the emergency room. All written notes, including but not limited to accidents, injuries or incidents and/or behavior incidents and/or warning forms are the property of Boys & Girls Club of the Foothills and will not be released to anyone without a court order.

Medication

Boys & Girls Clubs of the Foothills urges parents/guardians to schedule any necessary medication to be administered outside of their child's time at Boys & Girls Clubs of the Foothills. If medication must be administered during Club hours, it must be done so in accordance with the BGCF Medication Policy. Any medication needed by members during their time at the Club must be brought to the office with the BGCF Prescription Medication form completed and signed by a parent/guardian. Staff will not administer medication. A member may self-administer medication at the Club or during Club activities if so ordered by a medical provider.

The purpose of this policy is to provide control over the administration and use of medications by members of Boys & Girls Clubs of the Foothills, to assure that such drugs are prescribed by and administered according to the instructions of a physician; and to promote and facilitate good health and

medical treatment of members of Boys & Girls Clubs of the Foothills. If the administration of any drug prescribed by a physician requires specific training, such as an injection (other than EPIPEN), Boys & Girls Clubs of the Foothills will be unable to administer the medication. Such medication will need to be administered outside of Club hours. A copy of the full Medication Policy is available at each site at the “front desk.”

Self-Administration Procedures:

- Self-administration privileges may be revoked if a member demonstrates a lack of responsibility towards self or others.
- When self-administering medication, the member must do so in the presence of adult staff, and documentation of the administration must take place.
- A locked storage area shall be designated for the storage of the medication. Medication requiring refrigeration shall be kept in a refrigerator in an area not commonly used by members.
- Each dosage of medication will be logged and stored at the Club location. If the medication is carried and administered by the member, documentation will be unable to occur.

Equal Access

We provide care to all youth who enter our doors, but request that parents understand Boys & Girls Club does not provide one-to-one care. Aides are welcome at Club sites when they have been background checked, completed mandatory BGCF training and cleared with the coordinator through the parent and proof of placement has been provided.

Prohibition of Sexual Abuse and Sexual Misconduct Policy

All employees, volunteers, and board members must undergo a thorough criminal background check every year. Our staff participate in professional development training sessions, including training from the Department of Child and Family Services. Our Board of Directors has a safety committee, which is continually assessing safety levels at all three of our sites and implementing policies to address and prevent any possible issues that may threaten the safety of our members. We are also required to complete mandatory safety assessments each year by our national organization, Boys & Girls Clubs of America (BGCA).

Should any suspected or allegation of sexual abuse or misconduct be made, we are required to report it to both law enforcement and to BGCA within 24 hours. Clubs are mandated to treat allegations as criminal matters first, which ensures any harm to a child is investigated and handled by law enforcement with the full cooperation of local Clubs. Boys & Girls Clubs of America tracks and monitors allegations of abuse or misconduct at local Clubs.

24-hour Toll-free Child Safety Hotline

We encourage all staff, members, and families to report any incident or situation they feel is unsafe. Through our national partnership with Praesidium, one of the nation's leading safety experts, Boys & Girls Club of the Foothills members and staff have access to a confidential 24-hour toll-free Child Safety Hotline, **866-607-SAFE (7233)** or email **SafeClub@Praesidiuminc.com**.

Behavior Management

Behavior Management Philosophy

Club programs are designed to help young people gain self-confidence, increase knowledge, develop mentally and physically, and gain perspective on their future opportunities. Through the teaching of honest values and concern for others, Club programs foster positive attitudes and behavior. The Club is committed to providing the best possible experience for your child. In order to ensure participant safety and maintain a positive environment, rules of the Club will be posted and staff will use behavior management procedures with members who exhibit inappropriate behavior. The most common behavior management technique used by our staff is redirection to another activity or behavior. Our staff are trained to redirect children away from situations in which the child is not engaged or is facing a challenge. Our goal is for each child to benefit from programming throughout the day, so if a child is having a bad day or is struggling, we will offer alternatives for them. In some cases, if redirection is not effective, the child may be asked to sit with the front desk staff or the Site Director in order to give them time to refocus. Our hope is that the child will be able to rejoin their group successfully. If the child is unable to return to their group, a parent/guardian will be called to speak with the child. Occasionally, our staff will need to follow further procedures in order to keep all children safe and maintain a positive environment in the Club. These procedures will be followed by all staff and approved by the Site Director of the Club.

Behavior Management Procedures

Our behavior management approach is centered on helping young people learn from their experiences while promoting personal responsibility and self-regulation. Club staff are trained to redirect behavior, provide guidance, and create supportive alternatives when a member is struggling.

When inappropriate behavior occurs, the following steps will be taken:

- **First Behavior Incident - Warning Form**
 - Verbal redirection to encourage more appropriate choices.
 - Parent/guardian will be notified to ensure shared awareness and support.
- **Second Behavior Incident - Warning Form**
 - Time out from the activity or assignment of an appropriate Club responsibility.
 - The parent/guardian will be notified again to work together to address the behavior.

- **Third Behavior Incident - Infraction Form**

- A formal Infraction Form will be completed and reviewed with the member.
- Parent/guardian will be contacted, and their signature will be required to confirm a discussion has taken place.

If challenging behaviors continue, the following progressive steps will apply:

- **Second Infraction Form** – A conference will be scheduled with the parent/guardian and Site Director to identify strategies for improvement and provide additional support.
- **Third Infraction Form** – The member will receive a suspension (3 to 5 days) and will be required to participate in a meeting with the Site Director and parent/guardian to create a written Behavior Plan before returning to programming.

At every stage of this process, our goal is to help your child grow and succeed. We use these discipline steps not as punishment, but as a way to support positive behavior and accountability. BGCF staff will maintain open, respectful, and proactive communication with you throughout, because we care deeply about your child and want to work together to help them thrive.

Immediate Disciplinary Action

BGCF reserves the right to bypass the progressive behavior steps and issue an immediate suspension or expulsion if a member engages in behavior that threatens the safety, well-being, or dignity of others or severely disrupts the Club environment.

Such behaviors include, but are not limited to:

- Strong safety concerns for self or others
- Physical violence or fighting
- Theft or intentional property damage
- Possession or attempted distribution of tobacco, alcohol, drugs, vape pens, or drug paraphernalia
- Possession of weapons or dangerous objects
- Possession or distribution of any form of pornography
- Repeated acts of defiance, disrespect, or harassment toward staff, volunteers, or peers

In the event of a suspension, the member must meet with the Site Director and their parent/guardian to review a **Behavior Plan** before rejoining Club activities. In the case of expulsion, the member becomes ineligible for participation in any BGCF programs for the remainder of the summer or school year. Re-enrollment the following summer or school year will be reviewed on a case-by-case basis and is not guaranteed.

Bullying

Boys & Girls Club of the Foothills (BGCF) is committed to providing a safe, secure and healthy environment that allows all students to maximize their learning potential. BGCF considers bullying to be detrimental to the health and safety of students and is prohibited in all programs, buildings, properties,

and educational environments. This includes any property or vehicle owned, leased, contracted, or used by the BGCF such as public transportation regularly used by students to go to and from BGCF.

Bullying is aggressive and hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied.

This behavior may include, but is not limited to:

- Physical and verbal assaults
- Nonverbal or emotional threats or intimidation, harassment, extortion
- Social exclusion and isolation
- Repeated teasing, put-downs, name-calling, hazing
- Rumors / False accusations

Bullying based on sex, gender identity, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender/gender expression, or physical, mental, emotional, or learning disability or handicap in its education programs or activities is also prohibited by law and BGCF policy.

Cyberbullying

Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy others. Examples of cyberbullying include, but are not limited to, harassing, threatening, or mean text messages, emails, or comments on social media; rumors sent by email or posted on social networking sites; and use of embarrassing pictures, videos, websites or fake profiles.

Parent/Guardian Expectations

We believe our greatest partners in supporting positive behavior are parents and guardians, and we are committed to working side by side with you. To keep our Club safe, welcoming, and professional, we ask that all parents, guardians, and family members:

- Show respect to all staff, volunteers, members, and other families at all times.
- Keep conversations with staff focused on your child and Club business. Staff may not share personal phone numbers, accept friend requests, or connect with families on personal social media.
- Follow all check-in/pick-up procedures, remain in designated public areas, and respect privacy by not recording or photographing children other than your own.
- Direct any concerns about other children to Club staff rather than addressing them personally.
- Communicate respectfully and bring concerns directly to the Site Director.

Aggressive, harassing, or disrespectful behavior from a parent/guardian toward staff, volunteers, other families, or members will not be tolerated. Such behavior may result in restrictions on access or, if necessary, expulsion of the parent/guardian and their child(ren) from the Club.

Restroom Usage

Boys & Girls Club of the Foothills is committed to providing a safe environment and enforcing the following restroom policy for members, staff, volunteers, and other adults.

All sites include designated restrooms for members and a separate restroom designated for adults. Restrooms located at all BGCF sites shall be regularly monitored by designated staff at a schedule set by Club leadership. Monitoring includes walk-throughs and inspections set by Club leadership.

Adults, including staff, volunteers, and any other adult in the Club, shall not utilize the member restrooms. The member restroom facilities are for youth only. Adults will be provided a key to the adult restroom where applicable.

Accommodations for People Who are Gender Nonconforming

Boys & Girls Club of the Foothills is committed to providing a safe environment by allowing every youth, staff, volunteer, and another adult to utilize the restroom facilities consistent with their gender identity. The Club Director will meet with gender nonconforming youth, their parents, and/or advocates to discuss the member's preference and the Club facilities available, and to confirm that the person and caregivers are comfortable with the restroom plan.

Field Trips and Shared Space Restrooms

We are committed to providing a safe environment and enforcing the following restroom policy for members, staff, volunteers, and other adults while on a field trip and/or utilizing a shared space, including public access to restrooms used by Club members. Youth shall never enter a restroom alone unless it is a single-stall restroom that is empty. Youth shall follow the "rule of three" in using public restrooms, with at least three youth and an adult walking to the restrooms, and three youth entering a multi-stall facility together.

After-School Transportation

Boys & Girls Club of the Foothills provides after-school "transportation" to the Club from several local schools in Monrovia and Duarte (please contact the main office to receive the current list of schools). The purpose of the transportation program is to provide safe transportation for Club members. Some schools are picked up in school district buses or the Club's vans or bus, while others, a BGCF staff person walks the children from the school to the Club site. Parents/guardians may enroll their children in the

on-going transportation program by completing the necessary paperwork at the site. Enrollment reserves a space on the bus/van on a first come first serve basis. Space is limited.

Each school location will have a designated time and spot for pick up. It is the responsibility of your child(ren) to be on time and at the right location. Boys & Girls Club will not be responsible for members who arrive late to the pick up location. Parents/guardians will have to make their own transportation arrangements in the event your child misses the bus or van. All members should be at the pickup location at the school within 5 minutes of school dismissal. Our drivers will wait a maximum of 5 minutes after scheduled time of pick up for late arrivals. Because of the large number of passengers in this program, staff cannot wait beyond a reasonable time, nor search for children who are not at the designated pick up location.

In the event a Club vehicle is unavailable to do school pick-ups, we will provide transportation using alternate vehicles. The same discipline procedures we have at Boys & Girls Club of the Foothills will be enforced during transportation. Staff will enforce van and bus rules, stopping if necessary to ensure orderliness of riders. It is possible, based on the offense, that members can be suspended from our transportation services. Skateboards & scooters are allowed on vans and the bus, but must be secured at all times. If they become a safety risk, that privilege will be revoked.

The Club adheres to CHP regulations regarding vehicles, drivers, and safety procedures. The Club vehicles are checked before each trip. Drivers shall observe posted speed limits and all traffic laws. Staff may not drive alone in a vehicle with a member without permission from the Site Director. Dash-cameras are in use in all Club vehicles.

Booster Seats

California law states that each child under 8 years of age or under 4'9" in height shall be properly secured in a booster seat. The booster seat must be used with lap and shoulder belts.

To confirm if a child over 8 years old can safely ride in a seat belt alone, all of the following must be met:

- Sit with back up against the vehicle seatback
- Knees bent naturally over the edge of the seat
- Lap belt fits low and snug across the top of the thighs
- Shoulder belt crosses the collarbone and center of the chest

Field Trips

Field trips are not included in the program fee. Trips are advertised with flyers and signs posted at the Club. In order for a member to attend a trip, a permission slip must be signed by the parent/guardian and returned to the “front desk” along with payment before being added to the trip roster. All trips operate on a first-come, first serve basis due to limited seating on trips. To attend field trip destinations that include bodies of water or swimming, participants must meet a minimum swimming requirement. The Club remains open and follows the regular schedule for children not attending field trips. Only an All-Club Trip would entail the entire Club attending the scheduled excursion. Therefore, the Club facility will be closed on that day. If a member does not attend the All-Club Trip, the parent/guardian will have to make other arrangements for care that day. If a child receives an infraction form at the Club, they may lose the privilege of attending a field trip.

Missing Child

A member shall be considered missing after not returning to the group at the end of a field trip, outing, or restroom visit. Program staff must stay with the group and notify Site Directors and the front desk so that they can initiate a search for the missing child. The Site Director or membership coordinator will then notify the parent or guardian. If the member is not found within 15 minutes, staff shall contact the police.

Technology

Boys & Girls Clubs of the Foothills is committed to providing a safe use of technology and online safety for members, staff and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

Staff members, club members, and volunteers are required to complete an Internet Safety Orientation and before using Club technology equipment or a personal device, shall read and sign the Technology Acceptable Use Policy and return it to the Club. A copy of the Technology Acceptable Use Policy is included in your membership registration packet.

Monitoring and inspection

Boys & Girls Club of the Foothills reserves the right to monitor, inspect, copy, and review a personally owned device that is brought to the Club. Members may refuse to allow such inspections. If so, the member may be subject to disciplinary action up to and including termination.

Parental Notification and Responsibility

While Boys & Girls Clubs of the Foothills Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for Boys & Girls Clubs of the Foothills

to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

Tobacco, Vape, Alcohol & Controlled Substances

Through BGCA programming, club members are instructed on avoiding potentially threatening situations and resisting drugs, alcohol, sexual relations and violence. Tobacco, vape, alcohol and controlled substances are not allowed on any Boys & Girls Club of the Foothills sites. If there is reason to believe a club member is using substances, there will be intervention from the Site Director. If they are using or in possession of substances, further disciplinary actions will be taken, and parents/guardians notified.

Food

In order to maintain a clean facility, gum, sunflower seeds, popcorn or other messy food items are not permitted on site. Vending machines are located at some of our sites but members are asked to only make purchases with staff approval. Members are not allowed to utilize the Club microwave or refrigerator.

Breaks/Furlough Days

Winter and spring breaks as well as furlough days and holidays not listed above are included in the monthly program fee for members. Non-members can register for breaks/furlough days for a daily fee. We ask parents/guardians to sign up for breaks/furlough days to help inform the level of staffing required each day. If your child is spending the entire day at the Club, please pack a lunch, putting first and last name on the bag. A late afternoon snack is provided to all members on breaks/furlough days.

Emergency Drills

Boys & Girls Club of the Foothills will receive parent/guardian consent each year for the emergency operations drills. Parent consent can come in the form of:

- Parents/guardians will receive prior notification about scheduled emergency drills. If any parent/guardian does not want their child to participate in the drill, it is required that the child does not attend the Club on that specific day. It is mandatory for all Club members in attendance to take part in the drill.

The following drills/exercises are recommended for practice annually:

1. Fire
2. Earthquake
3. Shelter in Place
4. Active Assailant

Evacuation Plan

An Emergency Evacuation Plan, including the location of emergency exits and evacuation routes, is posted in all rooms. Staff should be prepared to select an alternate exit in the event the designated escape route is blocked. Must have one created/updated for each site.

1. Fire alarms, whistles, two-way radios, etc. will be used to sound an evacuation situation.
2. Staff and members will walk quickly to the nearest exit.
3. Staff and members will move 200 feet away from the building. Keeping all roads clear for emergency vehicles and will stay in the assembled area until instructed otherwise.
4. If time permits, lights will be turned off and any equipment that was being used will be left.
5. Staff and members will not re-enter the building until an appropriate person gives the 'all clear.'

Limitations of the Parent/Guardian Handbook

The statements contained in this Handbook are guidelines concerning some of the Club's policies and procedures, and do not create any contractual or other legal obligations. Parents/guardians are welcome to ask questions about and discuss any policy with Site Directors and other Club leadership. This Handbook cannot anticipate every situation or answer every question about your child's involvement at the Club. The Club reserves the right to change or revise all or any portion of this Handbook without advance notice and at any time that the Club, in its sole discretion, deems such change or revision appropriate or necessary.

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