



BOYS & GIRLS CLUB
OF THE FOOTHILLS

Parent/Guardian
Handbook

Welcome

Congratulations on becoming a member of the 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 the 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 the 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 5-18. 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, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens.

A Boys & Girls Club provides:

- A safe, positive environment for kids and teens.
- A FUN place to be.
- Supportive, ongoing relationships with caring adults and peers.
- Opportunities to play, learn and grow along with expectations that raise the bar.
- Recognition—abundant and positive reinforcement and praise for a job well done.

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. The Arts

Our programs are designed to help youth of all backgrounds develop the qualities they need to overcome obstacles, become responsible citizens, and emerge as leaders.

Great Futures Start Here!

Hours of Operation

Main Office

600 S. Shamrock Avenue, Monrovia
Monday - Friday, 9:00 am - 5:00 pm
(626) 305-5353
www.foothillsbgc.org
info@foothillsbgc.org

Shamrock After-School Program

600 S. Shamrock Avenue, Monrovia
Monday - Friday, 1:00 - 6:30 pm
(626) 305-5353
pmejia@foothillsbgc.org

Mayflower After-School Program

Monday - Friday, 2:20 - 6:30 pm
Wednesday Early Out, 1:05 - 6:30 pm
Mayflower Morning Program: M-F 6:30 am – 8:00 am
(626) 471-2200 x 4223
ebarrera@foothillsbgc.org

Mary Wilcox Teen Center

843. E. Olive Avenue, Monrovia
Monday - Friday, 1:00 - 6:30 pm
(626) 594-3272
acortez@foothillsbgc.org

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

Days are subject to change.

Membership

Membership is open to children **5 to 18** years of age. Space is limited. Registration is accepted on a first come, first served basis. In addition to a nominal membership fee, members pay a monthly program fee during the school year. Summer members pay a summer program fee. Financial assistance is available; no one is turned away for financial reasons.

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

- A parent/guardian must complete a membership orientation packet for the youth (under 18) applying for or renewing membership.
- The membership application **must** be completely filled out, dated and signed.
- It is the parent or guardian's responsibility to update any information that may have changed.
- All fees must be paid at the time of registration—by cash, check, credit card or debit card.
- Children age 5 must be enrolled in or have already completed Kindergarten.
- Membership applications must be read, dated and signed.

The parent/guardian of the minor child member, on behalf of the minor child member and for themselves, their heirs, executors and administrators, hereby release, waive, acquit and forever discharge the Boys & Girls Clubs of the Foothills (BGCF) and Boys & Girls Clubs of America (BGCA), their representatives, successors, insurers, assigns or any other person or entity associated with any of the above organizations such as staff, directors or volunteers, from all liability, claims, demands, or causes of action for any and all loss, damage, injury or death and any claim of damages resulting from use of facilities owned or controlled by the above organizations, or participation in activities of said organizations either at or away from the Club.

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 the Boys & Girls Club of the Foothills, too! Club newsletters, Family Nights, feedback and volunteering are ways in which families 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 participate in our parent fundraising auxiliary group, approach your employer or another

business to donate on your behalf, or volunteer. 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 or guardian's responsibility to check your child in and out of the Club. BGCF asks that all parents/guardians assist us in tracking all members by making sure your child has his or her 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 parents/guardians' 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.

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 sign in and out when attending the Club.
- 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, the Boys & Girls Club of the Foothills have adopted policies we call our Safe Passage Policy.

- Members under the age of 12 must be retrieved by a parent/guardian or other authorized adult (e.g. family member, nanny).

- Members age 12 and older may leave the club unescorted with prior written permission from a parent or 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. The primary reason is to encourage members to stay at the Club for as long as possible, rather than leave the premises unsupervised where they may be exposed to dangers that are beyond the control of our staff.
- Only pre-authorized adults will be allowed to pick up children from the Club. All authorized adults will be listed on the membership application.
- Parents/guardians/authorized adults are asked to enter and exit through the main door to drop off or pick up children. Staff will not respond to phone calls requesting a member to be dismissed unescorted.
- Parents/guardians/authorized adults should be prepared to show ID at all times.
- If an individual attempts to pick up a child and appears to be under the influence of alcohol or drugs (determined by an appropriate staff member), an alternate authorized individual will be contacted to pick up the child. If the individual insists that the child be released to his/her custody, the local police will be immediately contacted.
- The Club will not physically restrain a member that insists on leaving the Club, nor block the facility's exits. Therefore it is each parent/guardian's responsibility to discuss the Club's Safe Passage Policy with his or her child and ensure that he or she complies. The Club will not accept responsibility for members that leave the Club unsupervised and in breach of this policy. However, every attempt will be made to encourage members from leaving without authorization and the parent/guardian will be contacted immediately if a child chooses to leave.
- The Club reserves the right to suspend or expel members for violation of the above procedures by an adult or child.

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. Parent/guardian who are late picking up their child(ren) will be charged \$1.00 per child for each minute late. Parent/guardians who are continually late (5 or more times) will be charged \$15 per child per minute. 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 Monrovia Police Department. BGCF asks that parents/guardians ensure that children do not arrive early or leave late.

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 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.

Personal Belongings

BGCF is not responsible for lost or stolen items at the Club. Please reinforce this policy with your children.

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. If your child is ill before leaving home please do not bring him or her 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.

All adult staff members are trained in First Aid & CPR by the American Red Cross. 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.

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. The purpose of this policy is to provide control over the administration and use of medications by members of the 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 the Boys & Girls Clubs of the Foothills. If the administration of any drug prescribed by a physician requires specific training, such as an injection, the 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."

Safety Policy

All employees, volunteers, and board members must undergo a thorough criminal background check every year. Our staff frequently participate in safety symposiums and professional development trainings by third-party experts, including the Department of Child Protective 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 allegation be made, we are required to report it to both law enforcement and to BCGA 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.

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

The following steps will be utilized with the child and may require parent/guardian support to assist in carrying out the established rules and policies of the Club. The severity or nature of the conduct at issue will determine the level of discipline. Proper behavior is expected at all times. When disruptive and/or uncooperative behavior becomes a problem, the following steps will be taken:

1st Incident—Redirection to more appropriate choices

2nd Incident—Time out or Club service and parent/guardian notification

3rd Incident—**Infraction Form** and parent/guardian notification

If behavior continues on subsequent days/weeks, steps 1, 2 and 3 above will continue with the following further steps involving the parent/guardian:

Second Infraction Form, a conference with parent/guardian scheduled

Third Infraction Form, temporary suspension from programs between 2 and 5 days and a meeting with parent/guardian to develop a behavior plan.

BGCF reserves the right to expel any member from the Club for behavior issues that continue beyond the third infraction form and behavior plan. Members expelled from one site are automatically ineligible for membership at any of the Boys & Girls Clubs of the Foothills locations during that school year. Parents/guardians can reapply for membership the following school year, but acceptance is not guaranteed.

Depending on the severity of the misbehavior, the Club reserves the right to immediately enforce a suspension and/or expulsion. These misbehaviors include, but are not limited to:

- Fighting

- Stealing
- Possession of and/or attempt to sell tobacco, drugs, or alcohol
- Possession of a weapon
- Possession of and/or attempt to share pornography of any sort

Repeated issues of a member not following directions, disrespecting, disregarding, or similar behavior toward staff or volunteers will also lead to Infraction forms and possible suspension or expulsion.

Parents/guardians will be informed of their child's behavior infraction and will be asked to sign a notification form. This signature acknowledges a conversation about the behavior issue took place between the staff and the parent/guardian. If a parent/guardian disagrees with an infraction, they can schedule a meeting with the Site Director or Director of Operations and the Staff member who issued the infraction. Any member who is suspended must return with a parent/guardian to meet with the Site Director and Director of Operations.

Parent/Guardian Expectations

We acknowledge that our greatest ally in behavior management of children are the parents/guardians of the children. It is our desire to work side by side with you when dealing with behavior issues. In our efforts to do so, we ask that all parents/guardians and family members please show respect to our staff, volunteers and other members. Parents/guardians should not approach or attempt to discipline members of the Club who are not under their guardianship. Any aggressive or disrespectful behavior from a parent/guardian toward staff, volunteers, another parent/guardian or other club members will not be tolerated and their child(ren) will be subject to removal from the program.

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 with the main office to receive the current list of schools). Some schools are picked up in 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 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. 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.

Field Trips

Field trips are not included in the program fee. Trips are advertised in Club newsletters, flyers and signs. 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. 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 attends 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 him/her on that day. If a child receives infraction form at the club, they may lose the privilege of attending a field trip.

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, pack him/her a lunch, putting first and last name on the bag. A late afternoon snack is provided to all members on breaks/furlough days.

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.